



County of Monterey

Item No.38

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 25-408

October 21, 2025

Introduced: 10/3/2025

Current Status: Public Works, Facilities &
Parks - Consent

Version: 2

Matter Type: BoS Agreement

- a. Approve and authorize the Chief Contracts and Procurement Officer or designee to execute a retroactive Non-Standard Agreement with PSD Citywide (US) Inc., to provide Computerized Maintenance Management Software and Implementation for the Public Works, Facilities and Parks Department procured under Request for Proposal #10936, for an initial five-year term from October 15, 2025 to October 14, 2030, for an amount not to exceed \$1,000,000; (REVISED VIA SUPPLEMENTAL)
- b. Approve non-standard assignment and subcontracting, indemnification and software agreement provisions as recommended by the Director of Public Works, Facilities and Parks;
- c. Authorize the Chief Contracts and Procurement Officer or designee to execute this retroactive Agreement and up to three (3) additional amendments to this Agreement, each extending the term by one year, where the amendments do not significantly alter the scope of work or non-standard provisions of the Agreement and where the additional costs of the Amendments in aggregate do not exceed 10% (or \$100,000) of the original contract amount of \$1,000,000, bringing the potential overall Agreement aggregate not to exceed amount to \$1,100,000 even if no additional Agreements are entered into, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, and review of fiscal provisions by the Auditor Controller's Office. (REVISED VIA SUPPLEMENTAL)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Chief Contracts and Procurement Officer or designee to execute a retroactive Non-Standard Agreement with PSD Citywide (US) Inc., to provide Computerized Maintenance Management Software and Implementation for the Public Works, Facilities and Parks Department procured under Request for Proposal #10936, for an initial five-year term from October 15, 2025 to October 14, 2030, for an amount not to exceed \$1,000,000; (REVISED VIA SUPPLEMENTAL)
- b. Approve non-standard assignment and subcontracting, indemnification and software agreement provisions as recommended by the Director of Public Works, Facilities and Parks;
- c. Authorize the Chief Contracts and Procurement Officer or designee to execute this retroactive Agreement and up to three (3) additional amendments to this Agreement, each extending the term by one year, where the amendments do not significantly alter the scope of work or non-standard provisions of the Agreement and where the additional costs of the Amendments in aggregate do not exceed 10% (or \$100,000) of the original contract amount of \$1,000,000, bringing the potential overall Agreement aggregate not to exceed amount to \$1,100,000 even if no additional Agreements are entered into, subject to prior review and approval as to form by the Office of the County

Counsel-Risk Management, and review of fiscal provisions by the Auditor Controller's Office.
(REVISED VIA SUPPLEMENTAL)

SUMMARY:

Public Works, Facilities and Parks (PWFP) proposes entering into an agreement with PSD Citywide (US) Inc. to implement a Computerized Maintenance Management System (CMMS) for its Public Works Division. The system will centralize infrastructure asset data, streamline work order tracking, and improve asset performance evaluating and processing of public service requests, with implementation funded internally and no impact to the General Fund. Due to budget constraints, Facilities and Parks Divisions will defer their CMMS initiatives until resources are available.

PWFP staff has identified the need for a CMMS software solution for infrastructure assets managed by PWFP, which will allow staff to maintain a single asset database, track work orders, improve maintenance, evaluate asset performance, and provide a more streamlined way for the public to submit work requests.

DISCUSSION:

Background

PWFP is responsible for maintenance and repair of County assets through its three divisions: Facilities oversees more than 2.7 million square feet of County-owned facilities across 96 structures, 55 County landlord leases, and 511 owned parcels; Public Works maintains 1,262 miles of County roads, 175 County maintained bridges, associated road appurtenances, and traffic signals; and Parks manages 30,130 acres of regional parks and open spaces.

To manage this ever-increasing workload, staff use a mixture of paper forms, manual data entry processes, whiteboard scheduling, and staff knowledge to address requests and complete preventative maintenance. This legacy “system” is creating inefficiencies, inaccuracies and missed opportunities for data-driven decision-making where future resources should be allocated. Staff are unable to track work in the field in real-time, electronically report field conditions and other service needs discovered while working, or centrally catalog assets, manuals, drawings, etc., for in-field use.

While all three PWFP Divisions (Public Works, Facilities, Parks) need a CMMS solution, Facilities and Parks Divisions do not have funding available to implement at this time. Public Works Division has fund balance in the Road Fund to implement CMMS for its maintenance activities and will move forward with implementation upon execution of this agreement. Should additional General Fund or other dollars become available, staff intends to also implement CMMS through Citywide in Facilities and Parks Divisions.

The Need for a CMMS in Public Works Division

A CMMS is a software solution that is the industry’s leading tool in the best practice management of infrastructure assets. Implementing a CMMS will enable Public Works to streamline and manage its maintenance operations at a higher level utilizing the following functions and capabilities:

- ☐ Managing and tracking work orders.
- ☐ Planning preventative maintenance.
- ☐ Inventory management.
- ☐ Reporting and analytics.
- ☐ Compliance and documentation.
- ☐ Asset data management.
- ☐ Tracking asset data.
- ☐ Accessing asset locations, work orders, asset maintenance histories, manuals on mobile devices in the field.
- ☐ Live work order updating on mobile devices while in the field.
- ☐ Receiving service requests and responding more quickly.
- ☐ Improved data collection and retrieval for Federal Emergency Management Agency (FEMA) reporting and reimbursement.

All these functions and capabilities will enable Public Works to improve maintenance and replacement forecasts, planning for future infrastructure cost, resource management and customer service, as well as provide the ability to build a data set useful for long term asset lifecycle management. These CMMS functions and capabilities ensure regularly occurring and effective maintenance is performed which in turn enables efficiency improvement, reduction of downtime, extension of infrastructure asset life, improved service delivery, and provides data to develop a more accurate Capital Improvement Program (CIP).

Implementing CMMS software offers cost savings to the County through proactive management of maintenance schedules and asset performance enabling PWFP to reduce costly emergency repairs, unplanned downtime and overall maintenance costs. It will enable PWFP to make data-driven decisions for budgeting, resource allocation and equipment/infrastructure replacement, and it will improve accountability and transparency.

PWFP's implementing a CMMS will enable the County to satisfy recommendations made in the July 2020 *Citygate Associates* Report as to PWFP's Public Works Division with it being an asset management, work order management and in-field access system for infrastructure assets.

Procurement

On May 20, 2024, the County issued RFP #10936 to solicit proposals from vendors to provide CMMS software system and implementation services to PWFP, and the County received 12 proposals in response. Following staff's intensive review and evaluation of the proposals, Citywide was selected for an award based on the selection criteria outlined in the RFP. Citywide's proposal demonstrated their expertise and capabilities, which are necessary to provide the services solicited through RFP #10936 in accordance with County policies and state, local and federal laws. To encourage local vendor response to the RFP, a five percent (5%) points incentive was provided during the award selection process to those who completed the County's Local Business Preference Declaration form in accordance with the County's Local Preference Policy. However, none of the contractors that submitted proposals were local.

It is requested that the Board approve this Agreement for a total amount not to exceed \$1,000,000. PWFP recommends approval of the proposed non-standard agreement provisions. The proposed Agreement includes a minor modification to Section 16.06. Assignment and Subcontracting, which is incorporated in Exhibit B to the Agreement. The proposed Agreement includes additional terms which are incorporated into Exhibit E to the Agreement which provide for an order of precedence if there is any conflict or inconsistency with terms and conditions of the Agreement, additional indemnification language and terms specific to software licensing agreements. These non-standard provisions have been reviewed and approved by the Office of the County Counsel and Risk Management.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The Information Technology Department has reviewed the proposed agreement as to technical and security language. The Office of the County Counsel-Risk Manager and Auditor-Controller's Office have reviewed and approved the proposed Agreement as to form, indemnification, insurance, and fiscal provisions, respectively.

FINANCING:

The proposed Agreement establishes a maximum annual expenditure of \$200,000, including all implementation, licensing and additional service costs. This contractual ceiling provides flexibility for PWFP to extend CMMS implementation and licensing to the Facilities and Parks Divisions, contingent upon future funding availability.

For the PWFP - Public Works Division, the initial year 1 costs include a one-time implementation fee of \$86,400, annual software licensing fees of \$78,500, and a contingency allocation of \$35,100. The Fiscal Year 2025-26 adopted budget for the Road Fund 002, Appropriation Unit PFP004 includes sufficient appropriations for the CMMS, utilizing Measure X funds, resulting in no impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

The recommended actions support the Board of Supervisors Strategic Plan Goals for Well-Being and Quality of Life, Sustainable Infrastructure for the Present and Future, and Safe and Resilient Communities by enabling the PWFP - Public Works Division to maintain and manage vital infrastructure assets more efficiently which promotes an organization that practices efficient and effective resource management.

The recommended actions support the following Board of Supervisors' Strategic Plan Goals as indicated below:

- ☒ Well-Being and Quality of Life
- ☒ Sustainable Infrastructure for the Present and Future
- ☒ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy

Prepared by: Patty Small, MA II (831) 784-5929

Reviewed by: John Snively, Administrative Operations Manager
Enrique Saavedra, Chief of Public Works

Lindsay Lerable, Assistant Director of Public Works, Facilities and Parks

Approved by: Randell Ishii, MS, PE, TE, PTOE

Director of Public Works, Facilities and Parks

The following attachment is on file with the Clerk of the Board:

Attachment A - PSD Citywide (US) Inc. Agreement