

## RESOLUTION NO. \_\_\_\_\_ - 2019

### AUTHORIZING A THREE YEAR CONTRACT WITH AKITABOX FOR FACILITY MANAGEMENT AND WORK ORDER SOFTWARE IN SAUK COUNTY FACILITIES

**Background:** Building Services is responsible for oversight and maintaining approximately 425,000 square feet of county owned property. The facilities include the Historic Courthouse, Law Enforcement Center, Reedsburg Human Services building, two (2) leased facilities (Sheltered Workshop and Humane Society), West Square Administration building, West Baraboo Garage, and nine (9) Communications shelters. Tracking the age, location, and updates made to the buildings, equipment and systems has become challenging at times. Floor plans for many of the facilities have changed over the years, and have not been updated in sometime. The Facilities Director has been exploring software options for keeping facilities information up to date as well as storing much of the building and equipment information in one central location, documenting and noting completed work orders, developing a more in depth preventative maintenance schedule at each facility, and have a centralized way to track and document work orders submitted for the facilities. Facility management software will also better assist with record keeping for all staff to access. Facility management software will allow the department to document trouble shooting options for specific pieces of equipment to allow for a more timely return to service.

The facilities director has looked at numerous other facility/asset management softwares and none of them offers the same capabilities that Akita Box does for the cost. AkitaBox software offers electronic floor plans accessible through a QR code, anywhere an internet connection is available with a personal device like an iPad or smart phone. The electronic floor plans document where the asset is located, what power source or system supplies the piece of equipment, and identifies rooms or other systems that are controlled by that equipment. Having access to this system will help to increase efficiency as the staff member can pull up documented maintenance records, troubleshooting notes, and a pdf version of the manual all while near the piece of equipment. Keeping notes that are more detailed will also help staff identify equipment trends to better help in the future budgeting for equipment replacement. Representatives from AkitaBox have presented their software to the Building Services staff and Property committee, and all feel comfortable moving forward with the implementing of the AkitaBox facility management software. Several other county facility departments throughout Wisconsin use AkitaBox facility management and work order software. AkitaBox is offering a three-year contract for \$22,206.25 for the implementation, software package, and services.

**Fiscal Impact:** ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

**NOW, THEREFORE, BE IT RESOLVED**, by the Sauk County Board of Supervisors, met in regular session, that the Building Services Facility Director is hereby authorized to sign a three year contract with AkitaBox for the purchase and implementation of facility management software covering up to 425,000 square feet of space at a cost of \$22,206.25 for the three year contract, and purchase additional iPads and smart phones for county staff to use with the facility management software at a cost of \$2,000.

For consideration by the Sauk County Board of Supervisors on June 18, 2019.

Respectfully submitted,

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MANAGEMENT AND WORK ORDER SOFTWARE IN SAUK COUNTY FACILITIES**

**PROPERTY & INSURANCE COMMITTEE**

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SCOTT VON ASTEN, CHAIR

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WILLIAM HAMBRECHT

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SHANE GIBSON

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JEAN BERLIN

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CARL GRUBER

**FISCAL NOTE:** Money has been budgeted for the implementation of the facility management software in the 2019 Building Services Contracted Services Budget

**MIS NOTE:** Building Services will be purchasing additional iPads and smart phones that will be maintained and serviced through the MIS department

**Pricing Details**

<b><u>Implementation (One time costs)</u></b>	
- Standard Space and Asset Data Collection	<b>\$10,625</b>
- Standard Onsite Training and Onboarding	
Software Package (Annual Recurring Fees)	
- Facility Space and Asset Mapping Software	
- Preventive Maintenance/Work Order Software	<b>\$4,250</b>
- Training, Onboarding, and Support	
Total	<b>14,575</b>
Estimated reimbursable expenses	\$500
	<b>\$15,075</b>
<b>Three year option</b>	
Discounts 5% of total contract value for pre-paying all three years of recurring fees	<b>22,206.25</b>