



Pasadena Water and Power

**AMENDMENT TO CONTRACT NO.31594 WITH WESTIN
TECHNOLOGY SOLUTIONS LLC TO EXPAND
EXISTING SCOPE OF WORK TO INCLUDE WORK
MANAGEMENT AND INVENTORY MANAGEMENT
SYSTEM SERVICES FOR THE WATER AND POWER
DEPARTMENT**

November 9, 2020

Item # 6





Background

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- On October 21, 2019, the City Council authorized the City Manager to enter into a one year contract with Westin Technology Solutions LLC (“Westin”), to provide Computerized Maintenance Management System (“CMMS”) Assessment and Implementation Plan services for Pasadena Water and Power (“PWP”) Department’s Water Division, for a not-to-exceed amount \$157,344.
- The active contract between PWP Water Division and Westin is for the development of a Needs Assessment and Request for Proposal (“RFP”) for the procurement of a CMMS solution including software/hardware requirements.



Background

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- To improve internal efficiencies and to reduce cost, staff has determined that greater efficiencies can be achieved by consolidating other currently used stand-alone systems with the CMMS such as;
 - > Asset management,
 - > Work order management
 - > Warehouse-inventory management systems.



Background

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- An RFP can be issued to solicit one department-wide software system that will replace existing multiple systems. The nature of expertise, planning and process for assessing department-wide needs is the same as that of services provided by Westin to the Water Division;
- A single consolidated software would increase operational efficiencies, reduce cost by managing one software compared to several, minimize fraud risk and serve as a system of record for risk assessment audits.



Expansion of Scope of Work

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- The overarching goal of the expansion of the scope of work is to;
 - > Procure an effective, efficient, integrated solution that assists with work order management
 - > Project lifecycle management
 - > Maintenance and inspection management
 - > Asset replacement planning
 - > Resource scheduling
 - > Inventory management
 - > Reporting across PWP's businesses



Proposed Contract Amendment

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- Table I below represents the summary for Contract 31594 and the proposed amendment

Expenditure Projections	
Current Expiration Date	January 7, 2021
Proposed Expiration Date	December 31, 2021
Initial Contract Amount	\$157,344
Proposed Contract Amendment	\$96,312
Total Amended Contract Amount	\$253,656



Fiscal Impact

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- The maximum cost of this action is \$96,312.
- Funding for this action will be addressed by the utilization of the existing appropriations in the Power Operating Fund 401 and Water Operating Fund 402.



Recommendation

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- Grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served;
- Authorize the City Manager, or his designee, to amend Contract No. 31594 with Westin to expand the existing scope of work to include asset management, work order management, inventory management system and other requirements necessary to develop one comprehensive specification and RFP for PWP by;
 1. increasing the total not-to-exceed amount by \$96,312, which includes a 15% contingency of \$12,562, from \$157,344 to \$253,656; and
 2. Extending the contract expiration date to December 31, 2021;