



City Council Report

Date: August 19, 2019
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract and Two Years of Renewal Options for the Purchase of a Centralized Inventory System (Replacement/Upgrade) for the Police Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Police Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from AssetWorks USA, Inc., Year 1 at \$126,000; Year 2 at \$34,000, and Year 3 at \$35,000, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

The purchase will provide a computer-based Centralized Inventory System application for items issued to Mesa Police Department (MPD) personnel. Currently, each MPD unit that tracks inventory assigned to personnel maintains a separate and independent system. Due to decentralization of each system, there is no process in which to run a single, all-inclusive report identifying what items are currently assigned to a member. The current tracking system is all done on a manual, paper-based process.

MPD has a requirement to automate the system with appropriate customization to meet their specific needs. The proposed Central Inventory System should provide reports, maintain audit trails, track order history, and calculate value. The proposed application will be implemented and thoroughly tested at designated MPD facilities prior to training and project rollout. The contracted vendor will be required to provide training of users and administrators in all aspects of the application from installation, operation, maintenance to software and hardware troubleshooting.

Data for the inventory system will be populated, monitored and maintained by Police Department Divisions such as the Employee Services, Range, SWAT, Forensic Services, Information Technology, and Supply.

The City received seven proposal responses, of which, all met the minimum qualifications. The evaluation committee evaluated all the information presented by the offerors and provided initial scores for each offeror, and the committee agreed to short-list the top two ranked offerors and invite them for demonstrations. The evaluation committee then

completed the final scoring of these responses against the scoring criteria in the solicitation, interviews, and software demonstration. The evaluation committee recommends award to the top-ranked offer whose proposal best meets the City's requirements. The evaluation was conducted by and points were awarded by consensus. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2019125

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval

Funding Source: Police Department operating budget

Proposals Responses

AdvanTech, Inc. - Annapolis, MD

AssetWorks USA, Inc. - Pittsburgh, PA

Compusult Limited - Mount Pearl, NL Canada

GunTRAC LLC - Phoenix, AZ

Homeowner Toolbox, Inc., dba HOTB Software Solutions - Irvine, CA

Keyo Tech, LLC - Scottsdale, AZ

QueTel Corporation - Chantilly, VA

Final Scoring

Respondent	Total Points Possible / 1,000
AssetWorks USA, Inc. (Recommended)	<u>831</u>
QueTel Corporation	770