



[Home](#) / [Council Documents](#)

191152

Ordinance

## Amend contract with FacilityForce, Inc. to increase amount by \$1 million for additional licenses, functionality, and asset data for Enterprise Facilities and Asset Management System (amend Contract 31002231)

Passed

The City of Portland ordains:

Section 1. The Council finds:

1. OMF Facilities Services is responsible for asset management, organization, and maintenance across city facilities. The existing asset management system is ten (10) years past end-of-life support and is vulnerable to system instability and data loss. This outdated, heavily siloed toolset significantly reduces Facilities Services' effectiveness in supporting City infrastructure functions.
2. Current state tools rely on existing manual workflows and suboptimal tools that limit Facilities Services' ability to optimize day-to-day coordination, facilitate capital projects, property maintenance and management tasks, and develop a comprehensive understanding about the present and future of City-owned/managed properties.
3. On April 13, 2022, City Council passed Ordinance No. 190766 authorizing the Chief Procurement Officer to execute, using a cooperative procurement, a contract with FacilityForce, Inc. in the amount of \$1,900,000 on behalf of OMF Facilities Services.
4. A contract for an Enterprise Facilities and Asset Management System, in the amount of \$1,900,000 was awarded to FacilityForce, Inc. to implement, license, and provide a five-year term of hosting and support of a contemporary, integrated toolset for OMF Facilities Services which will provide improved tracking and management of project costs, budgets, and schedules; streamline operations and maintenance cost tracking and management; and substantially improve reporting to users, customers, and stakeholders.

Introduced by

[Mayor Ted Wheeler](#)

Bureau

[Facilities; Management and Finance](#)

Contact

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Requested Agenda Type

Regular

Date and Time Information

Requested Council Date

January 25, 2023

Implementation activities began July 1, 2022 with Phase 1 go-live planned for October 1, 2023. The contract expiration date is June 30, 2027.

5. Responsible financial stewardship requires continuous and accurate analysis of asset performance to extend the life of critical assets, prevent catastrophic failures, and maintain operations at the lowest price. To improve accuracy and availability of data, and to eliminate redundant entries and manual work, OMF Facilities Services needs to purchase additional licenses and establish strong integration protocols with the City's existing financial and procurement system where financial transactions occur.
6. Proper stewardship of a facilities portfolio includes long-range facilities renewal planning, which requires knowledge of the current condition of the entire portfolio. In order to establish a necessary baseline for such planning, OMF Facilities Services needs to complete facility assessments, equipment inventories, and asset tagging at twenty-three (23) OMF locations.
7. OMF Facilities Services has received a quote from FacilityForce, Inc. in the amount of \$730,670.49 to provide the services listed above.
8. OMF Facilities Services requests approval of a contingency in the amount of \$269,329.51 to allow for additional services if needed. Contract no. 31002231 will be amended with a written amendment to define additional services if contingency is needed.
9. OMF Facilities Services recommends that contract no. 31002231 with FacilityForce, Inc. for Enterprise Facilities and Asset Management Services be amended to increase amount by \$1,000,000 for a new total contract value not to exceed \$2,900,000.

NOW, THEREFORE, the Council directs:

- A. The Chief Procurement Officer is authorized to amend contract no. 31002231 with FacilityForce, Inc. to increase amount by \$1,000,000 for a new total contract value not to exceed \$2,900,000 provided the amendment is approved as to form by the City Attorney's Office.
- B. The Mayor and the Auditor are hereby authorized to execute payments to FacilityForce, Inc. when demand is presented and approved by the proper authorities.

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed by Council  
January 25, 2023

## Impact Statement

### Purpose of Proposed Legislation and Background Information

This \$1,000,000 contract amendment will:

- Purchase additional licenses
- Provide services to establish strong integration protocols with the City's existing financial and procurement system where financial transactions occur.
- Complete facility assessments, equipment inventories, and asset tagging at twenty-three (23) OMF locations.

Also, included in this contract amendment is \$269,330 for contingency for additional services that may arise during the course of the implementation or after the implementation.

### Financial and Budgetary Impacts

The contract amendment and the enterprise asset management project have two funding sources. The first is a contribution of \$800,000 from the major maintenance accounts of the buildings the Facilities Fund owns. The second is dedicated interagency rate revenue in fiscal years 2021-22 thru 2024-25.

### Community Impacts and Community Involvement

None

### 100% Renewable Goal

Not applicable

### Budget Office Financial Impact Analysis

This ordinance increases the contract with Facility Force by \$1 million for a new total not to exceed amount of \$2.9 million. The contract will purchase additional licenses, allow the completion of facility assessments, equipment inventories, and asset tagging at 23 OMF locations. The \$1 million contract amendment will be funded with \$800,000 from major maintenance accounts of Facilities' owned buildings which will require a technical adjustment in the FY 23-24 Spring Supplemental Budget. The remaining balance will come from dedicated interagency rate revenue in the current year through FY 24-25.

## Agenda Items

### **57 Regular Agenda in January 18-19, 2023 Council Agenda**

Passed to second reading

Passed to second reading January 25, 2023 at 9:30 a.m.

### **80 Regular Agenda in January 25, 2023 Council Agenda**

Passed

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Yea

Commissioner Rene Gonzalez Yea

Commissioner Mingus Mapps Yea

Mayor Ted Wheeler Yea