

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JULY 21, 2008**

From: ~~J~~ **JAMES DURFEE / JOEL SWIFT**

Subject: **RECOMMENDATION TO APPROVE IMPLEMENTATION OF THE  
FACILITY ASSET MANAGEMENT SYSTEM AND AWARD OF  
CONTRACT TO FAMIS SOFTWARE, INC.**

**ACTION REQUESTED / RECOMMENDATION:**

1. Approve Placer County Facility Asset Management System (FAMS).
2. Authorize the award of a contract to FAMIS Software, Inc. (FAMIS) to provide software, installation, training and consulting services for the FAMS.
3. Adopt a Resolution authorizing the Director of Facility Services to execute the resulting agreement upon approval of County Counsel and Risk Management and approve any necessary change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code to a total contract amount not-to-exceed \$370,000.
4. Authorize the Director of Facility Services and the Purchasing Manager to take all other actions necessary to implement the project.

**BACKGROUND:**

The current systems being used by the Department of Facility Services to manage County real property and facilities include a collection of spreadsheets, custom databases, handwritten logs, standard drafting software and minor software systems. Although users have access to the County network, there is no single source of information for the Department. Across the functional divisions of the Department of Facility Services, staff members are currently entering much information into handwritten logs, Excel worksheets or Access databases tailored to their specific needs. There is no integrated data management solution. Much of the data is duplicated in various places within the Department and across other Departments. Service Requests are tracked without the benefit of a comprehensive database, causing double entry of data and lost productivity. Processes are time-consuming and error-prone.

In recognition of a need to streamline operations and improve the quality of information supporting County real estate, parks and structural assets, staff has been working to identify an improved facility management system. The Placer County Administrative Services and Facility Services Departments worked cooperatively to develop a cost effective solution to implement a software system to reduce labor, meet the demand for services and bring the existing legacy systems up to current IT standards.

The new system will consist of modules that integrate facility asset information including real property management, maintenance asset management, and occupancy management. The system will provide data in both tabular and drawing format.

Staff representatives from Administrative Services/IT and Facility Services developed a detailed scope of work to be included in a Request for Proposals. Notices announcing the availability of the RFP were mailed to 48 firms, and a total of five (5) firms submitted proposals. The proposals were evaluated by a panel consisting of representatives from Facility Services' Property Management Division, Parks and Grounds Division, Building Maintenance Division, Facility Services IT, Facility Services Administration, and Administrative Services IT Division. Based on the cumulative review and information gathered throughout an extensive evaluation, the evaluation panel determined that the system offered by FAMIS is best-suited for the Facility Services Department's overall needs.

Project Management duties will be provided by the Administrative Services Department to ensure all equipment and services meet IT Best Practice Standards. The Director of Administrative Services supports the proposed FAMS implementation.

Staff requests that your Board approve the purchase of the Facility Asset Management System.

**FISCAL IMPACT:** The estimated total cost for FAMS is \$390,000, including \$370,000 for the FAMIS contract and \$20,000 for support hardware. Staff time required to implement FAMS is anticipated to be absorbed into existing departmental budgets. Funding for implementation of the FAMS system will be as follows:

Comprehensive Facilities Master Plan, Project 4761...	\$175,000
Dewitt Building Fund .....	\$175,000
Parks and Grounds.....	\$20,000
Building Maintenance.....	\$20,000

The annual on-going cost of approximately \$66,000 will be divided equally between the respective division budgets for Building Maintenance Parks and Grounds and Property Management starting in FY 2009/2010. The anticipated cost savings for Building Maintenance and Facilities Accounting is estimated to be equivalent to 1.4 FTE, with additional time savings efficiencies in Parks and Grounds and Property Management.

There are sufficient funds appropriated in the Capital Projects Fund and Dewitt Enterprise Fund to purchase the FAMS software. Should your Board approve the FAMS project, staff will return with Final Budget adjustments to the appropriate corresponding budgets.

ATTACHMENT: RESOLUTION

JD:JS:SR

CC: COUNTY EXECUTIVE OFFICE  
PROCUREMENT SERVICES

T:\FAC\BSMEMO2008\FAMS AGREEMENT.DOC

# Before the Board of Supervisors County of Placer, State of California

In the matter of: A RESOLUTION DELEGATING  
AUTHORITY TO THE DIRECTOR OF FACILITY SERVICES  
TO TAKE VARIOUS ACTIONS ASSOCIATED WITH THE  
FACILITY ASSET MANAGEMENT SYSTEM.

Resol. \_\_\_\_\_

The following RESOLUTION was duly passed by the Board of Supervisors  
of the County of Placer at a regular meeting held \_\_\_\_\_,  
by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

---

**BE IT HEREBY RESOLVED** by the Board of Supervisors of the County of Placer, State of California, that this Board authorizes the Director of Facility Services and the Purchasing Manager to execute the resulting agreement upon approval of County Counsel and Risk Management and approve any necessary change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code to a total contract amount not-to-exceed \$370,000.

