City of Grand Island

Tuesday, October 14, 2014
Council Session

Item G-6

#2014-312 - Approving Change Order #3 with Mainsaver - Utility Management System

Staff Contact: Tim Luchsinger, Stacy Nonhof

Council Agenda Memo

From:	Timothy G. Luchsinger, Utilities Director
	Stacy Nonhof, Assistant City Attorney
Meeting Date:	October 14, 2014
Subject:	Utilities Management System – Mainsaver Change Order #3
Item #'s:	G-6
Presenter(s):	Timothy Luchsinger, Utilities Director

Background

The Utilities Department utilizes an accounting program on the AS400 computer for detailed accounting of its operations. This program was developed by City information technology staff in the 1980s and allows for cost tracking on work activities, based on Federal Electric Regulatory Commission (FERC) account codes that are mandated for public utilities. The Department also utilizes third party software systems for purchase orders, inventory, and for scheduling some work activities or preventive maintenance. None of these systems are integrated and, along with payroll and accounts payable, require that information be transferred or entered manually and/or multiple times.

As the use of the AS400 computer is being phased out due to support issues, staff from the Utilities and Finance Departments developed a Request for Proposals to replace the above systems with an integrated system that would incorporate work and asset management, purchasing, and accounting for the Utilities Department, and also allow electronic transfer of information for payroll and accounts payable to the City's MUNIS business accounting system. In addition to supplying the software system, the scope of the specifications included transfer of the information of the existing systems to the new system, and support services for both the new system integration and as required on an ongoing basis.

On September 24, 2013, the Department recommended that the proposal from Mainsaver Software be accepted for the Utilities Management System. The proposal from Mainsaver included a detailed estimated activity pricing breakdown which will be billed at actual cost, for a not-to-exceed total price of $209,320.00. This not-to-exceed cost does not include travel expenses, which will also be billed at actual cost. The cost of the new software system and in-house implementation expenses will be funded by the Utilities Enterprise Funds.

Discussion

The new management system is currently being integrated into use by Mainsaver and Department staff. During the integration process, various changes unique to the City's system were recommended by Department staff to Mainsaver to accommodate City or Department requirements or methods, requiring special programming that was not included in the original contract. In many cases, these changes were to allow greater ease of use or acceptance by Department employees, which should promote a smoother transition and favorable long-term benefits from the system to Department operations.

Included in this change order is a significant added scope in the information shared between MUNIS and Mainsaver such as payroll, time reporting, and overhead calculations, in order to reduce or eliminate manual data input and accurately reflect cost of operations. Also included in this change order is an added interface with the City's Beehive asset management database which will automatically incorporate changes or additions to assets in the electric and water distribution systems into the Mainsaver database.

The detailed changes and cost breakdowns are provided in the attached contract change order. This Change Order, along with the previously approved Change Orders will result in a total contract cost of $381,610.00. Department management staff has reviewed these changes and recommend their approval as being in accordance with the terms of the contract.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that Council award Change Order #3 to the Contract for Utilities Management System in the amount of $91,125.00.

Sample Motion

Move to approve Change Order #3 for Utilities Management System to Mainsaver, in the amount of $91,125.00.

CITY OF GRAND ISLAND

TO: Mainsaver Software
        1803 Thornmint Road Suite 200
        San Diego CA 92127

PROJECT: Utility Management System

RE: Change Order #3

You are hereby directed to make the following change in your contract:

1.   Additional payment per the attached quotations:

        ADDITION of $91,125.00

The original Contract Sum	$ 209,320.00
Previous Change Order Amounts	$ 81,165.00
The Contract Sum is increased by this Change Order	$ 91,125.00
The Contract Sum is decreased by this Change Order	$ 0.00
The total modified Contract Sum to Date	$ 381,610.00

Approval and acceptance of this Change Order acknowledges understanding and agreement that the cost and time adjustments included represent the complete values arising out of and/or incidental to the work described therein.

APPROVED: CITY OF GRAND ISLAND

        By:_____   Date:_____

        Attest:_____   _____
                                             Approved as to Form, City Attorney

ACCEPTED: MAINSAVER SOFTWARE

        By:_____   Date:_____

mainsaver®

RFQ For

City of Grand Island
Customer 1448

Enhancement CR-08935
Purchasing Workflow Changes

COPYRIGHT

Mainsaver Software
10803 Thornmint Road Suite 200
San Diego, CA 92127
U.S.A.
http://www.mainsaver.com

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Writer: Rob Garbus
CN 1448
version 12.5.101
custom.pbl maintained by TS
SQL Server 2012

Customer uses WebMainsaver and WebMobile

REVISIONS
1.0   Original submission - 9/2/14
      1.1   Incorporate LM Comments – 9/4/14
      1.2   Add LM requests for PO Form changes – 10/3/14

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Requirements – Change Request CR-08935

Mainsaver was implemented with the standard purchasing workflow of purchase request to approval and then creating a purchase order from the approved request. After pilot runs, customer would like to change the process to approve the purchase order rather than the purchase request. Based on previous customizations, the following changes will need to be made.

1. **Add Approval Route selection to PO header**
2. **Modifications to PO Form**
   a. **Need to see remit to MUNIS Supplier number on PO form – applies to all plants)**
   b. **Take Modem off form**
   c. **add email address in supplier area**
3. **Allow entry of alternate bid information on PR and PO**
4. **View alternate bid information in PO approval screen**
5. **Employee from plant A may be on multiple routes in multiple plants**
6. **Radio button for required action after approval**

Scope of changes
- Changes will be made in the Mainsaver database and Mainsaver client software
- Does not apply to WebMobile or WebMainsaver
- PO Approval will be done from within Mainsaver, not the WebMobile email link
- When a PO is created, it will remain in the Awaiting Approval designated status (usually AWA) until an approver with the proper authority approves. Once approvers the status will change to the approved status such as APP.
- This specification does not include any changes to the standard invoice approval routing and approval which is based on cost center of the invoice. Invoice matching is based on tolerance settings to

Target Process Map

PO Phase	Mainsaver Process	Standard Feature	Previous Custom	New Customization Needed?
Initiation of purchase	Purchase Request – no approval needed.	Yes	Yes	No
	Alert buyer of new PR	Yes	No	No
	Allow 256 characters for alternate bid information on PR and PO	No	Yes	Yes- expand field. Add to PO. Carry from PR to PO if present.
PO Route creation	Allow one PO approver in plant A to be one	No	No	Yes

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	multiple PO approval routes in both Plant A and other Plants.			
Create PO	PO is created by buyer either with or without a purchase request.	Yes	No	No
	Buyer can enter information on alternate bids – 256 characters	No	No	Yes
	Buyer selects approval route name on PO – may be a required field	No	No	Yes
	Buyer can select action after approval	No	No	Yes – Radio button
Approve PO	Email alert is sent to first PO approver once the PO is created.	Yes	No	No
	Approver can view alternate bid information, approve, reject, see new action button and/or change action button	Yes	No	Yes
PO Form Changes	Radio button for action, remove modem, add email, see remit to supplier number	No	Yes	Yes
Invoice Matching	Customer may or may not approve invoices. No customization is in scope for this module	Yes	No	No

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Current Functionality Analysis Screen Prints

PO Approval is turned on

Users will have one PO approval limit across any plant which they may approve

PO Approval Routes will be created in each plant however new requirement is one approver may approve in more than one route

PO Approval Route Setup

Maintain Appr Routes | **Assign Route Approvers** | **Assign Route Cost Centers**

Drag and Drop Approvers onto Routes

Employee ID	Name
4788	TIMOTHY LUCHSINGER
7631	LYNN MAYHEW

Costcenter	PR Approval Limit
Default	20,000.000

Routes

ApprovalRoute ID	Description
PGS MAINTENANCE	Maintenance PGS

Assigned Approvers

	Approver	EmailFlag
✗	4788	☑
✗	7631	☑

OK   Cancel

PO Approval Route Setup

Maintain Appr Routes | **Assign Route Approvers** | **Assign Route Cost Centers**

Drag and Drop Cost Centers onto Routes

| Costcenter	Description
PGS	PGS
BURDICK	Burdick Station
WATER SYSTEM	City pot. water syst
PGS-EWO 032	Platte - Maintenance
BURDICK-EWO194	#1,2 and 3 Boilers
BURDICK-EWO195	1,2 and 3 Turbine G
WATER SYSTEM-WWO 17	Maint Res,Build,Gro
WATER SYSTEM-WWO 28	Maint. Pumps and V
WATER SYSTEM-WWO 29	Maint. Water Treatm
BURDICK-EWO 196	Grounds,build,clean

Routes

ApprovalRoute ID	Description
PGS MAINTENANCE	Maintenance PGS

Assigned Cost Centers

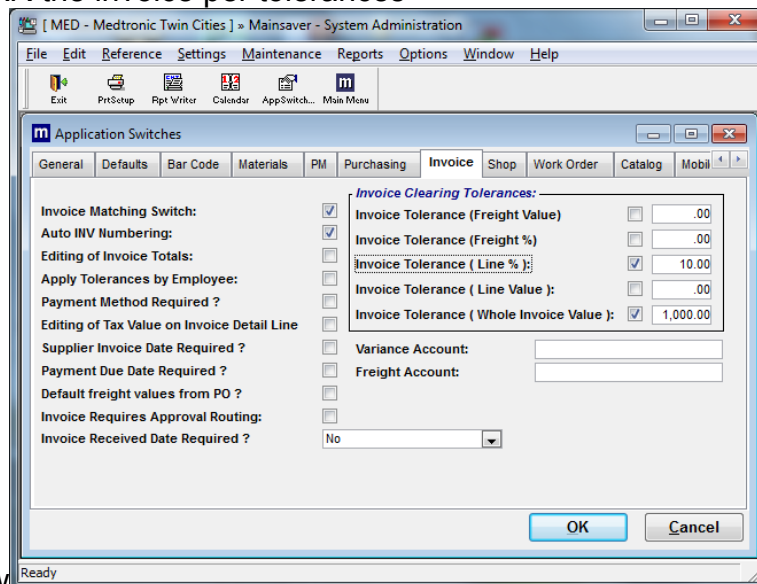|	Costcenter	
✗	PGS	

OK   Cancel

Cost center may be applied to a PO route however new requirement is user will select the PO Approval route on the PO Header.
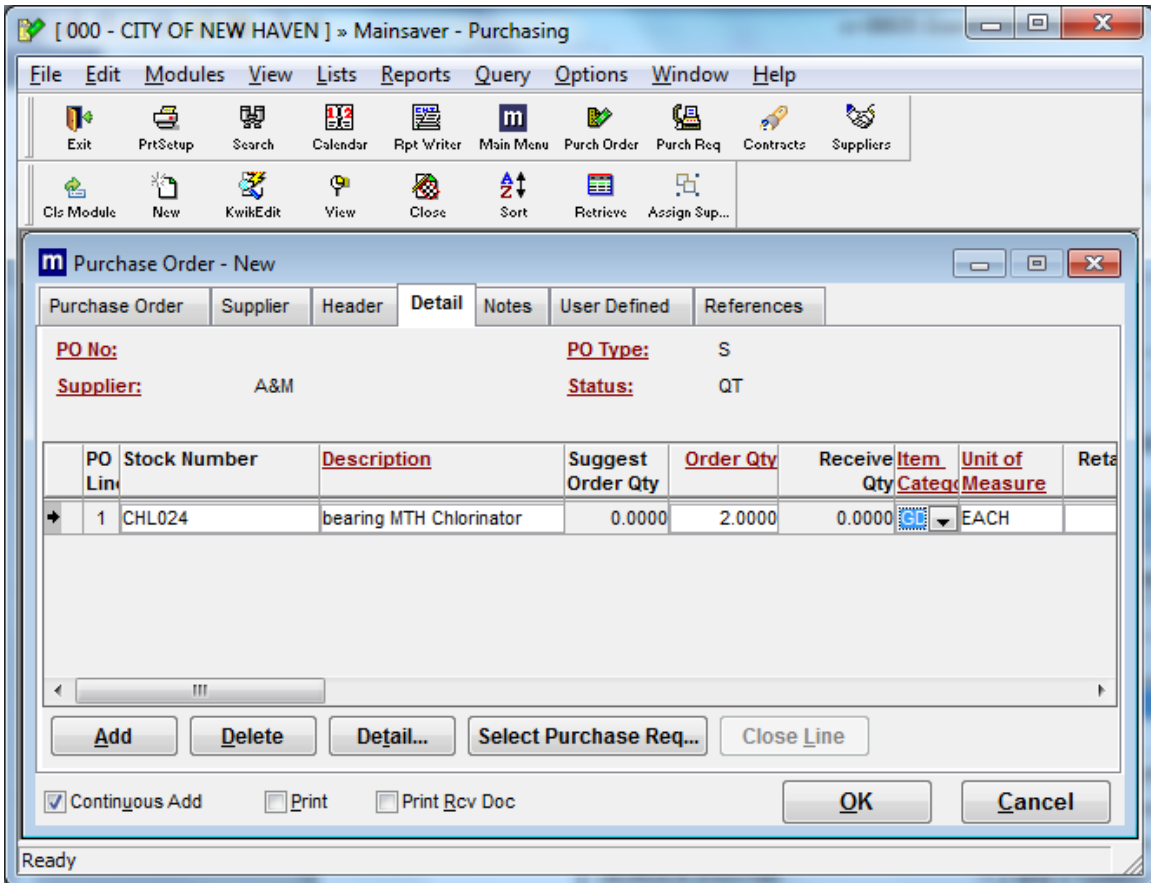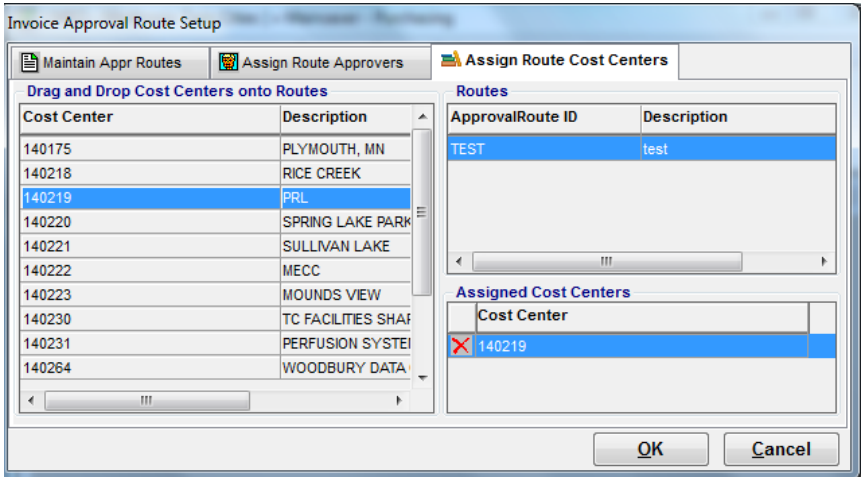
Need a way to hold for pricing so that the PO may be assembled and pricing adjusted prior to release for approval. Buyer will also record alternative bid information and action to be taken after approval.

- CLEAR the invoice per tolerances

below

Invoice routing is based only on the cost center of the invoice.

Change Requests

1. Add Approval Route selection to PO header
   a. User entering the purchase order will select a PO route from the dropdown
   b. Only PO Routes for their plant will be displayed
   c. PO Route may be set as a required field through column configuration settings in System Admin
   d. PO Routing based on cost center will be disabled

2. Modifications to PO Form
   a. Add MUNIS Supplier # to PO Header
      i. Currently Stored in s_opt1
      ii. Add in Supplier Area
   b. Remove 'Modem' Label and field
   c. Add email address of Supplier stsu.email_address

3. Allow entry of alternate bid information on PR and PO
   a. If entered on PR, carry to PO
   b. Up to 256 characters

4. View alternate bid information in PO approval screen – when approving purchase orders, the approver should have the capability to see the alternate bid information to ensure that the buyer has done their evaluation in compliance with City policy. (As standard, PO approver one can view the PO Notes field and add additional notes for higher level approvers as applicable)

5. Employee from plant A may be on multiple routes in multiple plants

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a. Employee A might be a high level approver that will be on routes for all plants.
b. Employee B might be an approver that will approve on Route A in plant A and route B in plant A. For example, the plant manager might be a high level approver for the Operations PO Routing and Maintenance PO Routing.

6. Radio button for required action after approval – on the PO edit data window, add 4 Radio buttons which will indicate the action to be taken.
    a. Fax to Supplier
    b. Email to Supplier
    c. Mail to Supplier
    d. Confirmation Copy

Professional Services
       4 Days Onsite
Install and test changes
Onsite installation and training on new features

New Version 1.2 10/3/14

1) The remit supplier number needs to be on the form. Would like to have it below the Supplier number**. Related to 2A above, MUNIS supplier or REMIT TO supplier (s_opt1) should display in the PO header where 'SHIP VIA' currently is displayed.**
2) **Related to 2B above, display the stsu.email_address field where modem is currently displayed.**
3) Move the "Freight on Board" to the "Terms" location, do not need the "Terms" on the PO Header.
4) On the PO detail Area, remove the Account from the "Charge Cost Center – Account".
5) Add the "Mark for" into the header as the entire order will go to one person. Remove Mark For from the PO detail area. (Only if no additional cost)
6) The Required date is in two locations? Really only need it in the header. Remove 'Required Date ' from the PO detail area and use the space to expand the description area. (Only if no additional cost)

7) If the supplier part number or stock number are null, then they do not need to be shown on the PO. Make the supplier part number and label null if the value is null. Remove the stock number from the PO detail area.

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CITY OF GRAND ISLAND
UTILITIES DEPARTMENT

PO Date	PO No	AMEND
8/26/2014	GIUD-425010	4

Status: CLOSED

Supplier:
McMaster-Carr Supply Company
P.O. Box 4355
Chicago IL 60680-4355

Phone: 630-833-0300
FAX No:
Cell/Email:

Ship To:
PLATTE GENERATING STATION
Dan Nitzel
1035 W. WILDWOOD DR.
GRAND ISLAND, NE 68801
USA

308-385-5492

Bill To:
CITY OF GRAND ISLAND PGS
ATTN: PLATTE GENERATING STATION
P.O. BOX 1968
GRAND ISLAND, NE 68802-1968
308-385-5468

Supplier	Supplier Contact	~~Buyer~~ Purchase Agent	Req Date	~~Terms~~ Freighton Board	Page
PRD0193	Sales		8/26/2014		1 of 2
~~Ship Via~~ Remit Supplier	~~Freight on Board~~ Supplier Email	Charge Cost Center ~~Account~~ 520.00018 - ~~52070791.51120~~		Explanation Mark Order For:	

PO Line No	Order Qty	Unit of Measure	Description	Required Date:	Tax Value	Net Price	Extension

R E S O L U T I O N   2014-312

WHEREAS, Mainsaver Software Inc. of San Diego, California, was awarded the contract for the Utilities Management System, at the September 24, 2013 City Council meeting; and

WHEREAS, during the integration process with various divisions of the Utilities Department, changes unique to the City's system were recommended by Department staff to Mainsaver to accommodate City or Department requirements or methods, requiring special programming that was not included in the original contract; and

WHEREAS, these changes will allow for greater ease which should promote a smoother transition and favorable long-term benefits from the system to Department operations; and

WHEAREAS, Change Order #3 was prepared for a contract adjustment of an additional amount of $91,125.00, resulting in a final contract amount of $381,610.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that Change Order #3 with Mainsaver Software, Inc., of San Diego, California, resulting in an additional cost of $91,125.00, for a final contract price of $381,610.00, is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, October 14, 2014.

_____
Jay Vavricek, Mayor

Attest:

_____
Nicki Stoltenberg, Assistant to the City Administrator

| Approved as to Form ¤ _____ |
| October 10, 2014   ¤ City Attorney |