Augusta GEORGIA

INFORMATION TECHNOLOGY

Reggie Horne
Chief Information Officer

Jeff Lewis
Deputy Chief Information Officer

Gary Hewett
Deputy Chief Information Officer

To: Mr. Andy Penick, Director, Procurement

From: Reggie Horne, CIO RH

Date: October 26, 2026

Subject: Request for Approval – Cityworks Upgrade to Trimble Unity

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The Augusta Information Technology Department has been exploring options for upgrading Cityworks. Cityworks is the City of Augusta's enterprise asset management and work order software system. This system is used by multiple departments to manage their workflows, route customer requests, and manage physical assets. Major users include Utilities, Central Services, the Marshal's Office, Parks & Recreation, Engineering, and 311.

Augusta IT would like to engage Woolpert to help support the upgrade of the Development (DEV) and Production (PROD) Cityworks environments and to provide train-the-trainer training for end users thus enabling a smooth transition to upgraded functionality. The Cityworks DEV and PROD environments will be migrated to the latest cloud-based SaaS known as Trimble Unity (formerly Cityworks). Enhanced mobile functionality will also be included in this upgrade.

I've attached the proposal from Woolpert for this project, and it includes all the necessary work components to support this upgrade. The attached statement of work sets terms for upgrade support on a time-and-materials basis. Hours will be billed as incurred, with a total approximate cost between $197,00.00 and $247,000.00 depending on the effort required for report conversion.

This upgrade is to be funded from 325122110/212925006 and 507043490/82600090. I am sending this request through Procurement for sole-source authorization. I am requesting sole-source approval as Woolpert is the original integrator of the Cityworks system for Augusta. Upon your review and approval, this item will be submitted to the Augusta Commission for final approval.

Thank you in advance for your consideration and response.

Approve/Deny: Andy Penick Date: 10/27/26

Mr. Andy Penick, Director, Procurement

Attachment

Information Technology
535 Telfair Street, Building 2000
Augusta, GA 30901
(706) 821-2522 – FAX (706) 821-2530
www.AugustaGa.gov

Augusta GEORGIA

Print Form

Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT

Vendor: Woolpert **E-Verify Number**: 11815

Commodity: Cityworks Upgrade to Trimble Unity

Estimated annual expenditure for the above commodity or service: Not to Exceed $ 197,000 to 247,000

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

_____ 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)

_____ 2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)

_____ 3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)

_____ 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)

X 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)

_____ 6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Reggie Horne Department: Information Technology Date: 10/26/26

Department Head Signature: _____ Date: 10/26/26

Approval Authority: _____ Date: 10/27/26

Administrator Approval: (required – not required) Commission. Date: _____

COMMENTS:

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