

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Annual Maintenance Support and SAAS Upgrade for Shopfax System</b>
<b>INITIATED BY:</b>	Finance Department

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It is requested that Council approve payment to World Information Systems, LLC (Greensboro, NC) for the annual maintenance support and SaaS upgrade of the ShopFax software system, in the amount of \$33,950.00 for the first year, as well as, approve all future annual maintenance support recurring payments of approximately \$30,950.00.

ShopFax, which was purchased in 2002, per Resolution #214-02, is the Fleet Maintenance software used by the Public Works Fleet Division and METRA to track repairs and inventory. The system provides the following for every vehicle/equipment in the departments' fleet: 1) Provides a full maintenance history, 2) Identifies each part currently on each unit, and 3) Identifies preventive maintenance items that should be performed while the unit is in the shop.

Currently, the system is housed on an old IT server, which requires maintenance by IT staff and will eventually require replacement by the City. The SAAS upgrade will require the vendor to host the software on their server with the City having Cloud access to the software. The vendor's SAAS upgrade, or Maintenance on Line, means the vendor will provide all set-up, maintenance, upgrades and security for an annual fee.

World Information Systems, Inc. developed the software; they are the only company that can offer maintenance and upgrade of the software. Therefore, the vendor is considered an Only Known Source, per Section 3-114 of the Procurement Ordinance.

Funds are budgeted in the FY20 Budget for the first year's upgrade and maintenance: General Fund – Information Technology - Software Lease; 0101-210-1000-ISS-6541. Funds will be budgeted each fiscal year for the future annual recurring payments.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING PAYMENT TO WORLD INFORMATION SYSTEMS, LLC (GREENSBORO, NC) FOR THE ANNUAL MAINTENANCE SUPPORT AND SAAS UPGRADE OF THE SHOPFAX SOFTWARE SYSTEM, IN THE AMOUNT OF \$33,950.00 FOR THE FIRST YEAR, AS WELL AS, APPROVE ALL FUTURE ANNUAL MAINTENANCE SUPPORT RECURRING PAYMENTS OF APPROXIMATELY \$30,950.00.**

**WHEREAS**, ShopFax, which was purchased in 2002, per Resolution #214-02, is the Fleet Maintenance software used by the Public Works Fleet Division and METRA to track repairs and inventory. The system provides the following for every vehicle/equipment in the departments’ fleet: 1) Provides a full maintenance history, 2) Identifies each part currently on each unit, and 3) Identifies preventive maintenance items that should be performed while the unit is in the shop; and,

**WHEREAS**, currently, the system is housed on an old IT server, which requires maintenance by IT staff and will eventually require replacement by the City. The SAAS upgrade will require the vendor to host the software on their server with the City having Cloud access to the software. The vendor’s SAAS upgrade, or Maintenance on Line, means the vendor will provide all set-up, maintenance, upgrades and security for an annual fee; and,

**WHEREAS**, World Information Systems, Inc. developed the software; they are the only company that can offer maintenance and upgrade of the software. Therefore, the vendor is considered an Only Known Source, per Section 3-114 of the Procurement Ordinance.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to render payment to World Information Systems, LLC (Greensboro, NC) for the annual maintenance support and SaaS upgrade of the ShopFAX software system, in the amount of \$33,950.00 for the first year, as well as, approve all future annual maintenance support recurring payments of approximately \$30,950.00. Funds are budgeted in the FY20 Budget for the first year’s upgrade and maintenance: General Fund – Information Technology - Software Lease; 0101-210-1000-ISS-6541. Funds will be budgeted each fiscal year for the future annual maintenance support recurring payments.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2020 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor House voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.
- Councilor Thompson voting \_\_\_\_\_.
- Councilor Woodson voting \_\_\_\_\_.

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Sandra T. Davis, Clerk of Council

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B.H. “Skip” Henderson III, Mayor