




**MEMORANDUM**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, CAO  
Urban County Council Members

**FROM:**   
Monica Conrad, Director  
Division of Parks and Recreation

**DATE:** March 18, 2020

**SUBJECT:** Accruent Proposal # Q-167122-1  
Maintenance Connection Software

Request:

Council approval for the Mayor to execute an agreement with Accruent referencing proposal #Q-167122-1 to host and support Maintenance Connection software, which tracks work orders and preventative maintenance for Parks and Recreation.

Why are you requesting?

Parks Maintenance Section utilized the competitive bid process in 2016 to purchase the computer maintenance management system, Maintenance Connection, which is a product of Accruent LLC. The software has been utilized since January of 2017 and tracks work orders and preventative maintenance for Parks and Recreation. The current yearly service agreement is subject to a 7% to 10% cost increase. Accepting Accruent's five year proposal will limit yearly increases to 3%. A sole source form was submitted and approved.

What is the cost in this budget year and future budget years?

The cost for this FY is:	\$5,627.57
The cost for future FY is:	FY21 \$17,341.66
	FY22 \$17,861.91
	FY23 \$18,397.77
	FY24 \$18,949.70
	FY25 \$19,518.20

Are the funds budgeted? Yes  
Account number: 1101-202505-0001-76102

File Number: 0345-20

Director/Commissioner: Conrad

