

RESOLUTION NO. 2021-193

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH SOURCEONE INC., NEW YORK, NY FOR CONSULTING WITH VINELAND MUNICIPAL ELECTRIC UTILITY ON THE COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) PROGRAMS, IN AN AMOUNT NOT TO EXCEED \$30,000.00.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2021-52, a Resolution pre-qualifying certain firms to submit proposals for as needed Architectural and Engineering Consulting Services; and

WHEREAS, the Vineland Municipal Electric Utility is in need of consulting services on the Computerized Maintenance Management System (CMMS) Programs that fit the Utility's requirements, create specification for RFP's and evaluate bids; and

WHEREAS, the Director of Vineland Municipal Utilities has recommended that a contract for the required services be awarded to SourceOne Inc., New York, NY, in accordance with Professional Services Contract No. C21-0027 and the SourceOne proposal, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$30,000.00 for the contract period April 30, 2021 to December 20, 2021; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

1. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract be awarded to SourceOne Inc., New York, NY, for Consulting with the Vineland Municipal Electric Utility on the Computerized Maintenance Management System (CMMS) Programs in accordance with Professional Services Contract No. C21-0027 and in accordance with the SourceOne proposal, pursuant to a fair and open process, in an amount not to exceed \$30,000.00.

Adopted:

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President of Council

ATTEST:

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City Clerk

REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
UNDER 40A:11-5 EXCEPTIONS  
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)



3/5/2021

(DATE)

1. Service (detailed description): Consult with VMEU on CMMS programs that fit our requirements, create spec for RFP, and evaluate bids.

2. Amount to be Awarded: \$ 30,000

- Encumber Total Award  
 Encumber by Supplemental Release

3. Amount Budgeted: \$ 40,000

4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: 1-05-55-512-9000-52000-E383-1

6. Contract Period: 4-30-21 to 12-20-21

7. Date To Be Awarded: 4/27/2021

8. Recommended Vendor and Address: SourceOne: 7 Penn Plaza, 370 Seventh Ave.  
Suite 401, New York, NY 30001

9. Justification for Vendor Recommendation:(attach additional information for Council review)  
see attached scope and quotation  
As per RFQ Contract # C21-0027


- Non-Fair & Open (Pay-to-Play documents required)  
 Fair & Open: How was RFP advertised? RFQ

10. Evaluation Performed by: Emily Smith

11. Approved by: 

12. Attachments:

- Awarding Proposal  
 Other: \_\_\_\_\_

- Send copies to:  
Purchasing Division  
Business Administration 

\*\* If more than one account #, provide break down

# City of Vineland, NJ

Computerized Maintenance Management System Specification

**FROM**

**Bruce Schadler**  
**SourceOne, Inc.**  
7 Penn Plaza, 370 Seventh Ave., Suite 401  
New York, NY 30001  
516.287.5552 | Bs Chadler@s1inc.com

**TO**

**Emily H. Smith**  
**Vineland Municipal Electric Utility**  
57W Park Ave,  
Vineland, NJ 08361  
(856)794-4300 ext. 427  
esmith@vinelandcity.org

**Proposal:** 21P01-81R1 CMMS Specification

**Facility:** City of Vineland, Vineland, NJ

Dear Mr. Dunmore,

SourceOne, Inc. (SourceOne), a national power solutions consulting firm focused on the analysis, design, test, commissioning, maintenance and operations of high reliability environments, is pleased to offer this proposal to provide a specification for a computerized maintenance management system (CMMS) for a new work order for the city of Vineland. SourceOne's familiarity with the Power Plants and systems for the city of Vineland provides an efficient use of expertise and time towards completing the project goals

The following is the scope of work for your review and consideration.

## Scope of Work

### **TASK 1 – Review Current CMMS programs and option on the market**

1. Hold a kick off meeting with the City of Vineland to understand their CMMS program vision
2. SourceOne will review and research the best offerings for CMMS currently on the market that fit the City of Vineland's capacity and needs.
3. SourceOne will hold meetings and have calls with the top CMMS vendor offerings to better understand their functionality and options
4. Coordinate demonstrations of CMMS capabilities and visual dashboards with vendors the City of Vineland have interest in and other vendors identified by SourceOne that meet the City's requirements

### **TASK 2 – Meet with Vineland to define program requirements**

1. Review findings from Task 1 with City
2. Determine functional and technical requirements for City of Vineland including but not limited to:
  - Equipment data management
  - Preventative maintenance
  - Predictive maintenance

- Work order request
  - Inventory control
  - Asset tracking
  - Budgeting
  - Purchasing and Invoicing
3. Define operational Interface
  4. Reporting DashBoard and Reports
  5. Tools, Field hand held devices
  6. Database platform cloud / server

### TASK 3 – Create Specification for RFP

1. SourceOne will prepare a specification for the CMMS which shall define the following at a minimum.
  - Software specification
  - System Requirements
  - Integration
  - Work and asset management
  - Reporting
  - Security and other requirements
  - Service Cost structure

### TASK 4 – Evaluation of Bids

- Review bids received for completeness and compliance with the RFP
- Provide bid comparison and leveling
- Meet with vendors for bid review and clarifications
- Provide a recommendation for award

## Price

SourceOne proposes a NTE budget cost of..... \$30,000

## Conditions, Assumptions, and Exclusions

- SourceOne does not take ownership of the design or functions of the software or systems contained in the CMMS.
- Compensation for additional or extended activities resulting in changes to the scope of work, changes to the plans and specifications or additional services authorized by the client shall be computed on a time and materials basis at SourceOne's standard rates unless a lump sum basis is agreed to prior to commencement of additional work

**CITY OF VINELAND, NJ**  
Computerized Maintenance Management Systems



## Acceptance

If this Proposal is acceptable to you, please sign in the space provided below and return one signed copy to us.

The enclosed SourceOne Terms and Conditions are an integral part of this Proposal. A Contract between SourceOne and client shall be effective as of the date you execute and deliver the Proposal, issue a purchase order or other notice to proceed with reference to the Proposal, or permit SourceOne to commence performance of any services in accordance with the Proposal (whichever first occurs). The enclosed SourceOne Terms and Conditions shall apply to the performance of services by SourceOne notwithstanding any preprinted terms or conditions contained in a purchase order issued by client, and shall control in the event of any conflict with any other portion of the Contract.

We appreciate the opportunity to offer this proposal and hope that it meets with your approval. If you have any questions, please do not hesitate to call me at 212-612-7633.

**City of Vineland**

**SourceOne, Inc. (DE)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**STANDARD RATES**

**January 1, 2021**

SourceOne, Inc. (DE) will provide services on an hourly billing basis under the following rate structure:

<b>RATE CATEGORY</b>	<b>STRAIGHT-TIME RATE</b>	<b>OVERTIME RATE</b>	<b>HOLIDAY RATE</b>
Executive Vice President	\$400	---	---
Senior Vice President	\$350	---	---
Vice President	\$325	---	---
Director	\$275	\$412	---
Manager	\$250	\$375	\$500
Senior Technical Staff*	\$210	\$315	\$420
Technical Staff**	\$180	\$270	\$360
Associate Technical Staff***	\$145	\$217	\$290
Support Staff****	\$105	\$157	\$205

These rates are effective January 1, 2020 and are subject to change at any time after December 31, 2020.

\*Senior technical staff disciplines include, but are not limited to Senior Project Engineer, Senior Project Manager, Senior Energy Analyst and Senior Programmer

\*\*Technical staff disciplines include, but are not limited to Project Engineer, Project Manager, Energy Analyst and Programmer

\*\*\* Associate Technical staff disciplines include, but are not limited to Associate Project Engineer, Associate Project Manager, Associate Energy Analyst and Associate Programmer

\*\*\*\*Support staff disciplines include, but are not limited to Co-Op / Intern, Field Technician and Administrative

**STRAIGHT TIME**

The straight time rate applies for services performed Monday through Friday, excluding holidays, on an eight (8) hour schedule between the starting hours of 7:00 AM and 9:00 AM. The minimum straight time charge on any day is four (4) hours, and straight time hours in excess of four (4) will be billed as eight (8) hours.

**OVERTIME**

The overtime rate applies for services performed at any time outside Straight Time hours, other than when Holiday Time applies. There is no minimum charge for overtime on a weekday on which the minimum straight time charge has been met. However, for overtime work performed on a Saturday or Sunday, or on a weekday without straight time billing, the minimum overtime charge is eight (8) hours.

**HOLIDAY TIME**

The holiday rate applies for services performed between the hours of 5:00 PM on the day preceding the holiday and 8:30 AM on the day following the holiday. The holidays included are New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve and Christmas Day. The minimum charge for work on a holiday is eight (8) hours.

**EXPENSES**

Reimbursable expenses above and beyond those included in the terms above shall be compensated at cost plus agreed upon multiplier.