



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: IT
Department Contact Person: Angela Green Telephone: 404 371-2374
Email: adgreen@dekalbcountga.gov

Requisition Number: _____ Suggested Supplier: Azteca Systems LLC
Estimated Amount of Purchase: \$ 210,000.00
Detailed Description of the Goods or Services to be purchased: Cityworks Annual Maintenance and Support

☐ **Emergency** (For Emergency Requests, Please check this box and answer **all** questions below.)

1. Date and Time of Emergency Occurrence _____

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

☒ **Sole Source** (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

Cityworks is designed, created, and owned exclusively by Azteca Systems, LLC. Azteca Systems, LLC is the sole provider for licensing, maintenance and support services for Cityworks software.

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

If we continue using Cityworks.

3. Explain the impact to the County or Public if this request is not approved.

A failure to renew, could lead to major interruption of services, support and updates for the Cityworks software, which is currently being used by four County Departments for their public asset and work management solutions.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) _____ Signature:  Date: _____

Signed by: John A. Matelski
Date & Time: 23 Mar, 2022 15:33:26 EDT

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) Saharah Allen Signature: _____ Date: 04/18/2022

Procurement Manager (Typed/Printed Name) Phyllis A. Head Signature: Phyllis A. Head Date: 2022.04.18 10:40:27 -04'00'

Digitally signed by Phyllis A. Head

☒ Approved ☐ Not Approved

Signature: Cathryn Horner Digitally signed by Cathryn Horner Date: 2022.04.18 11:00:52 -04'00' Director, Department of Purchasing and Contracting Date: _____

Print Form

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: Cityworks Annual Maintenance and Support

Demonstration of Contractor's Unique Qualifications: Cityworks is designed, created, and owned exclusively by Azteca Systems, LLC. Azteca Systems, LLC is the sole provider for licensing, maintenance and support services for Cityworks software.

Section B – To Be Completed by the Department of Purchasing and Contracting

Market Survey Results

Date Public Notice posted on website: 04/01/2022

Date Public Notice closed: 04/07/2022

Review of Offers

Were any offers received (Yes/No): No

Number of offers received: 0

Responders: None

Purchasing Agent review and recommendation: Azteca Systems, LLC is the sole source provider for licensing, maintenance and support services for Cityworks and must be purchased directly from Azteca Systems, LLC. A failure to renew, could lead to major interruption of services, support and updates for the Cityworks software, which is currently being used by four County Departments for their public asset and work management solutions.

Saharah Allen

Agent Signature

04/18/2022

Date

Phyllis A.
Head

Procurement Manager Signature

Digitally signed by Phyllis
A. Head

Date: 2022.04.18
10:41:01 -04'00'

Date

March 23, 2022

Dekalb County
Attn: Phyllis A. Head, Procurement Manager Team B
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Via e-mail: phead@dekalbcountyga.gov

Re: Cityworks Sole Source Letter- County of DeKalb, Georgia

To Whom it may concern:

This letter is to confirm that the Cityworks* Software is a sole source product, designed, created, and owned exclusively by Azteca Systems, LLC. Azteca Systems is the sole creator and owner of the Cityworks software including the Copyrights and Trademarks for Cityworks* and Empowering GIS* in the United States and elsewhere. Within the United States of America, Azteca Systems, LLC is the sole source provider of the Cityworks license and maintenance services. The product may be purchased only directly from Azteca Systems or through authorized parties.

Should you have any further questions please contact me at (801) 523-2751 or if you prefer e-mail at bhaslam@cityworks.com.

Sincerely,



Brian L. Haslam
President - CEO, Azteca Systems, LLC



***DeKalb County
Department of Purchasing and Contracting***

Cathryn Horner, CPPB, Interim Chief Procurement Officer

AMOUNT SPENT TO DATE ON SOLE SOURCE

Vendor Name: Cityworks Annual Maintenance and Support

Total Amount Spent To Date: \$516,000.00

2018/2019 Maintenance and Support: \$96,000.00

2019/2020 Maintenance and Support: \$210,000.00

2021/2022 Maintenance and Support: \$210,000.00

Total Amount Spent To Date: \$516,000.00

Sole Sources

Project Name	Georgia Law Enforcement Handbook 2021 – 2022 Edition
Attachments	Sole Source Notice
Contact	tbdawson@dekalbcountyga.gov
Project Name	Installation of Playworld Preferred Playground Equipment
Attachments	Sole Source Notice
Contact	tbdawson@dekalbcountyga.gov
Project Name	Vacuum Pump for NexION Instrument in the Wastewater Lab
Attachments	Sole Source Notice
Contact	sfbailey@dekalbcountyga.gov
Project Name	Twelve 39-Foot Dump Trailers
Attachments	Sole Source Notice
Contact	sfbailey@dekalbcountyga.gov
Project Name	Purchase and Installation of a H60A-HT Drive for Gravity Thickener
Attachments	Sole Source Notice
Contact	sfbailey@dekalbcountyga.gov
Project Name	Sole Source -Cityworks Annual Maintenance and Support Public Notice Form
Attachments	Sole Source Notice
Contact	snallen@dekalbcountyga.gov