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**TO:** Honorable Mayor & Members  
Fort Lauderdale City Commission

**FROM:** Lee Feldman, City Manager

**DATE:** October 16, 2012

**TITLE:** Motion to approve the purchase of fixed asset inventory services – Request for Proposal (RFP) 725-11027 - \$99,800

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**Recommendation**

It is recommended that the City Commission approve the purchase of fixed asset inventory services, per RFP 725-11027, from Specialty Property Appraisals LLC in the amount of \$99,800 and reject all bids per RFP 125-10873 for fixed asset consulting services/project management.

**Background**

The existing fixed asset system is excel worksheet based, and has been in use for many years. It contains essential data regarding the City's fixed assets database. The City has acquired the fixed asset module (FAAC 42) relative to the general ledger financial accounting management information system (FAMIS) but has not populated it with the available fixed asset data or ascertained its functionality. The awarded firm will work directly with the Information Technology Department regarding the existing software. The awarded firm will also work with the Finance Department for assistance with the physical inventory, asset tagging and valuation process. For the past two external audit cycles, the City has received findings on the controls over the process of recording and tracking capital assets. The audit firm recommended that the City acquire an automated property control system to help track the capital assets and ensure that all assets are properly accounted for and to comply with the audit findings; as a result, the City developed a Request for Proposal.

An RFP for fixed asset consulting services/project management was issued on February 13, 2012 seeking a consulting firm to assist with the implementation of a multiple phase project to replace the existing fixed asset system with a new fixed asset data base and associated systems solution. The City received four proposals on March 13, 2012. Staff determined after reviewing the proposals received, that they would revise the specifications and release a new RFP, as the project management would now be done in-house.

An RFP for fixed asset inventory was issued July 2, 2012 seeking proposals from qualified firms to provide fixed asset inventory services.

The evaluation committee voting members were Peter Jarman, Accountant II – Chair; Susan LeSage, Financial Administrator; John Saavedra, Solid Waste Supervisor; and Jeff Lucas, Battalion Chief.

On August 15, 2012 the evaluation committee met and discussed the five proposals and made a recommendation to short-list the top four ranked proposers and requested a best and final offer from each proposer. After receipt of the best and finals, the evaluation committee re-convened and made a motion for a recommendation to award to the top ranked proposer, Specialty Property Appraisals LLC.

**Resource Impact**

There is a fiscal impact to the City in the amount of \$99,800.

**FUNDS AVAILABILTY LOCATION:**

FISCAL YEAR	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJECT #	SUBJECT NAME	AMOUNT
2013	001	01	GENERAL FUND	GEN030101	OTHER GEN GOVT INSURANCE	3199	SERVICES / MATERIALS	24,236.00
2013	409	01	SANITATION	PBS090101	SANITATION	3199	SERVICES / MATERIALS	352.00
2013	450	01	WATER AND SEWER	PBS010101	PUBLIC WORKS DIR	3199	SERVICES / MATERIALS	51,690.00
2013	451	01	CENTRAL REG WASTEWATER SYST	PBS670501	SUPPORT	3199	SERVICES / MATERIALS	10,280.00
2013	461	01	PARKING SYSTEM	TAM010101	TRANS & MOBILITY ADMIN SUPPORT	3199	SERVICES / MATERIALS	3,177.00
2013	468	01	EXECUTIVE AIRPORT	TAM070101	EXECUTIVE AIRPORT	3199	SERVICES / MATERIALS	3,636.00
2013	470	01	STORMWATER	PBS700102	GENERAL EXPENDITURES	3199	SERVICES / MATERIALS	1,179.00
2013	543	01	CITY INSURANCE	HRD050101	CLAIMS ADMIN	3199	SERVICES / MATERIALS	16.00
2013	581	01	CENTRAL SERVICES	ITS030101	ITS ADMINISTRATION	3199	SERVICES / MATERIALS	584.00
2013	583	01	VEHICLE RENTAL	PBS580101	FLEET SERVICES	3199	SERVICES / MATERIALS	4,354.00
2013	643	01	ARTS & SCIENCE DIST GARAGE	TAM080101	ARTS & SCIENCE	3199	SERVICES / MATERIALS	296.00
							TOTAL	99,800.00

**Attachment**

Exhibit 1 – Bid Tabulation Summary 725-11027

Prepared By: Richard Ewell, Procurement Specialist II  
 Carrie Keohane, Administrative Assistant I

Department Director: Douglas R. Wood, Finance