



## Johnson County Physical Plant

### **Request for Proposals**

#### **Work Order/Preventative Maintenance Management Software system**

##### **Introduction**

The Johnson County Physical Plant Department manages all of the work order requests and preventative maintenance for Johnson County Iowa buildings that cover approximately 366,000 sq. ft. of space in multiple locations. This work includes corrective maintenance, preventative maintenance, custodial, building security and grounds.

Currently the Physical Plant Department uses a homemade work order system that has little to no reporting functions, no cost tracking functions and does not adequately communicate the what, where and who for any work request. The current system does not support any preventative maintenance scheduling.

##### **Project**

The Johnson County Physical Plant Department is seeking proposals for a computerized maintenance management system (CMMS) to allow our operation to operate and report the work being done more efficiently.

The desired system should contain the following functions:

- Web based – accessible from any mobile device
- Allow for Work Order creation by any Johnson County employee from any department or building with an automatic follow-up email back to the person originating the request that it has been received. An automatic email back to the original requestor that the work has been completed once a WO is closed.
- Ability to assign Physical Plant staff members to a specific WO

- Email Physical Plant staff members when new WO has been entered into the system
- Up to 25 users of the system (Physical Plant staff) to be assigned work and close out WO/Preventative Maintenance orders as completed
- Allow for PM scheduling and for work to be assigned to Physical Plant staff
- Allow for Physical Plant staff to enter notes/pictures from any device as work is completed
- Monthly and annual reports on WO/PM completed including time, cost and parts needed
- Import data on existing equipment to a PM schedule and asset inventory
- Support use of barcodes and photographs for equipment
- Mapping of locations for equipment
- Up to 8 hours of training each for up to 25 staff members
- Complete system setup ready for operation

**Project Timeline**

RFP issued	September 21, 2022
Proposals due	October 10, 2022 by 5:00PM
Review of proposals/questions/demonstrations	October 11 – 21, 2022
Selected solution included in FY 24 Budget proposal	TBD
Implementation of selected solution	July 1, 2023

**Proposal Submission**

All proposals should be submitted electronically by the stated due date/time to:

Dave Curtis

Johnson County Facilities Director

[dcurtis@johnsoncountyiowa.gov](mailto:dcurtis@johnsoncountyiowa.gov)

319-356-6073

All proposals must include initial first year cost including any and all setup, installation and training costs and annual costs after the first year. Cost amounts should include all software, licensing, updates and any hardware costs.