

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 06/24/25 M&C FILE NUMBER: M&C 25-0562

LOG NAME: 04NEW WIZARD SOFTWARE SOLUTIONS AMENDMENT

SUBJECT

(ALL) Authorize Execution of Amendment to an Agreement with Facility Wizard Software, Inc. d/b/a Wizard Software Solutions, to Increase the Annual Contract Amount by \$53,760.00 for a Revised Annual Amount of \$138,260.00 to Purchase Add-on Software for Existing Real Property Lease Management Software for the Initial Term and Authorize Unlimited Renewal Options in the Same Amount for the Information Technology Solutions and Aviation Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of an amendment to an agreement with Facility Wizard Software, Inc. d/b/a Wizard Software Solutions (City Secretary Contract No. 60214), to increase the annual contract amount by \$53,760.00 for a Revised Annual Amount of \$138,260.00 to purchase add-on software for existing Real Property Lease Management Software for the initial term and authorize execution of unlimited renewal options in the same amount.

DISCUSSION:

On October 2, 2023, the City executed City Secretary Contract (CSC) No. 60214, an agreement with Facility Wizard Software, Inc for the purchase of an annual subscription for REportfolio (RPO), a real estate lease and agreement management software, and related Professional Services for use by the Aviation Department. The Aviation Department's Real Property team uses RPO to administratively manage property and equipment leases at Meacham International Airport and Spinks Airport. This amendment will allow for the purchase of an annual add-on software subscription to Performo (PMO), a computerized maintenance management system. PMO allows for the dispatching of work orders, managing maintenance, tracking inventory, and forecasting of future asset costs.

Approval of this Mayor and Council Communication (M&C) will allow the Aviation Department's Real Property team and the airport Facilities Supervisor to use the PMO software to house warranty information, receive preventative maintenance alerts, and budget forecast for full replacement of equipment; thereby lessening downtime due to equipment failures and increasing customer satisfaction with tenants.

A Chapter 252 Exemption was requested and approved by the City Attorney's Office as a sole source exemption.

BUSINESS EQUITY: This project was approved for a waiver per the Chapter 252 Exemption, as a sole source by the Legal Department. Therefore, the business equity goal requirement is not applicable. The amendment for this project was not reviewed by The Business Equity Division for a business equity goal, as it was anticipated to be under the \$100,000.01 threshold.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval if sufficient funds have been appropriated.

AGREEMENT TERM: Upon City Council's approval and execution of the first amendment to CSC 60214, the initial term of the agreement will expire in accordance with the terms and conditions of the initial agreement made on October 2, 2023.

RENEWAL OPTIONS: Upon City Council approval of this M&C, this agreement may be renewed for an unlimited amount of renewal terms in the same amount. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Municipal Airport Fund to support the approval of the above recommendation and execution of the change order. Prior to any expenditure being incurred, the Information Technology Solutions Department and Aviation Department have the responsibility to validate the availability of funds.

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