



## Legislation Details (With Text)

**File #:** PUB17-063    **Version:** 1    **Name:**  
**Type:** Public Utilities Board  
**File created:** 2/28/2017    **In control:** Public Utilities Board  
**On agenda:** 3/13/2017    **Final action:**  
**Title:** Consider recommending approval for the expenditure of funds to be allocated for the renewal of the Laboratory Information Management System (LIMS) maintenance and additional software technical support contract, including associated training and implementation support. This expenditure includes technical support, lab staff training, and assistance from LabWare for the continued development of the LIMS to meet the operational and regulatory requirements of the Denton Municipal Laboratory and its customers. The training and implementation support funding is expected to be spent over the three years in an amount not to exceed \$79,600. The Maintenance and Software Technical Support Contract will be in an amount not to exceed \$30,360 expended over three years. The total for additional expenditure is an amount not to exceed \$109,960. The grand total of this amended contract would be an amount not to exceed \$182,800. (Contract 5441)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 - Labware Consultant, 2. Exhibit 2 - Tech Maintenance Support, 3. Exhibit 3 - Sole Source Memo

Date	Ver.	Action By	Action	Result
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## Agenda Information Sheet

**DEPARTMENT:** Utility Administration

**CM/ ACM:** John Fortune

**Date:** March 13, 2017

### SUBJECT

Consider recommending approval for the expenditure of funds to be allocated for the renewal of the Laboratory Information Management System (LIMS) maintenance and additional software technical support contract, including associated training and implementation support. This expenditure includes technical support, lab staff training, and assistance from LabWare for the continued development of the LIMS to meet the operational and regulatory requirements of the Denton Municipal Laboratory and its customers. The training and implementation support funding is expected to be spent over the three years in an amount not to exceed \$79,600. The Maintenance and Software Technical Support Contract will be in an amount not to exceed \$30,360 expended over three years. The total for additional expenditure is an amount not to exceed \$109,960. The grand total of this amended contract would be an amount not to exceed \$182,800. (Contract 5441)

### BACKGROUND

Approval and the purchase of the LIMS occurred in February 2014. Since this time, staff has completed database setup and initial implementation. The software is highly customizable, which provides great

flexibility to meet unique user-defined requirements. However, to take advantage of this flexibility, expertise of the programs architecture is needed. This level of understanding is not within the current capabilities of lab staff without additional training and assistance from LabWare. Unfortunately, some vital staff expertise was lost when the lab's LIMS Administrator left the organization on July 27, 2016.

### **OPTIONS**

1. Recommend approval for the expenditure of funds for the next three years to LabWare for 1) training and direct development support of the LabWare Laboratory Information Management System in an amount not to exceed \$79,600. 2) The renewal of the Maintenance and Software Technical Support Contract in an amount not to exceed \$30,360.
2. Request additional information.
3. Do not recommend approval to fund training and implementation assistance from LabWare for the Laboratory Information Management System and associated license and service agreement from LabWare, Incorporated.

### **RECOMMENDATION**

Staff recommends Option 1.

### **ESTIMATED SCHEDULE OF PROJECT**

Training will begin as soon as funds are allocated. Onsite training and development support will be coordinated once existing LIMS development staff has gone through training. Note: Exhibit 1) describes service in terms of 'units' each of which represent an 8hr working day of consultant support. This quote was developed in collaboration with LabWare and reflects the best available estimated time required for system development for the next 3 years.

### **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

Approval for the LabWare LIMS purchase was granted by City Council on February 4, 2014. The funding for this training and implementation support is combined from the Water Production and Water Reclamation Laboratory operating budgets, which were discussed with the Public Utility Board and City Council and approved during the 2016-2017 budgeting process.

### **FISCAL INFORMATION**

If approved, Development and Implementation Support funding will be spent over the three years in an amount not to exceed \$79,600. The Maintenance and Software Technical Support Contract will be spent over the three years in an amount not to exceed \$30,360 or \$10,120 each year (Exhibit 2). Exhibit 3 documents vendor Sole Source in a Memo dated 2014 which was drafted as support documentation for the initial software purchase. Funds will be allocated from the Water and Wastewater Reclamation Laboratory Operating Budgets, 630500.6506 and 640500.6506; OR# 133247. The total for additional expenditure for the next three years is in an amount not to exceed \$109,960. The grand total of this amended contract would be an amount not to exceed \$182,800.

### **BID INFORMATION**

Approval for LabWare LIMS purchase was granted by City Council on February 4, 2014. Prior to selection of the LabWare LIMS, lab staff evaluated several other LIMS providers and consulted with several regional labs about their LabWare product. The LabWare LIMS is a sole source product and therefore the bidding process is not an option for training and implementation support.

### **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision.

The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Sustainable & Environmental Stewardship  
Related Goal: 2.3 Promote superior utility services and facilities

### **EXHIBITS**

1. Quote for LIMS Professional Services
2. Quote for Technical and Maintenance Support 2017-2020
3. Sole Source Memo

Respectfully submitted:  
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