WATER | ENERGY | LIFE

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES **DATE: JUNE 8, 2026**

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT FROM RFP NO. 2542 WITH BABCOCK LABORATORIES, INC. OF RIVERSIDE, CALIFORNIA FOR LABORATORY TESTING AND ANALYTICAL SERVICES FOR THE TERM OF THREE YEARS FOR $3,319,632, WITH THE OPTION TO EXTEND FOR TWO ONE-YEAR TERMS, FOR A TOTAL AMOUNT OF $2,213,088 PLUS 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF $553,272 FOR A TOTAL AGREEMENT AMOUNT OF $6,085,992

ISSUE:

Consider recommending approval of a Professional Consultant Services Agreement from RFP No. 2542 with Babcock Laboratories, Inc. of Riverside, California for laboratory testing and analytical services for the term of three years for $3,319,632, with the option to extend for two one-year terms, in the amount of $2,213,088 plus 10% change order authority in the amount of $553,272 for a total agreement amount of $6,085,992.

RECOMMENDATIONS:

That the Board of Public Utilities recommend that the City Council:

1. Approve a Professional Consultant Services Agreement from RFP No. 2542 with Babcock Laboratories, Inc. of Riverside, California for laboratory testing and analytical services for the term of three years for $3,319,632, with the option to extend for two one-year terms, in the amount of $2,213,088 plus 10% change order authority in the amount of $553,272 for a total agreement amount of $6,085,992: and

2. Authorize the City Manager, or designee, to execute the Agreement with Babcock Laboratories, Inc including making minor and non-substantive changes, including extensions up to two additional one-year terms, subject to the availability of budgeted funds.

BACKGROUND:

The Public Utilities Water Division is required by the United States and California Environmental Protection Agencies to comply with both the Federal and State Safe Drinking Water Acts and environmental laws pertaining to drinking and environmental water quality. The water division collects over 36,000 water samples for laboratory testing from its drinking water sources, treatment plants, distribution system, and non-potable sources. These samples are required to be

analyzed by a state certified laboratory. The sample results are reported to various regulatory agencies. The current Professional Consultant Services Agreement with Babcock Laboratories, Inc. expires on June 30, 2026.

DISCUSSION:

Request for Proposal (RFP) No. 2542 was posted on the City's online bidding system, Planet Bids, on February 13, 2026, seeking prospective bidders to provide comprehensive microbiological and chemical analytical services for drinking water, raw water, non-potable water, stormwater and related environmental samples.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	134
Vendors who downloaded the RFP	21
Proposals received	5

RFP 2542 closed on March 6, 2026, with a total of five (5) responses. All responses were found to be responsive and responsible. Under the guidance of the purchasing department three (3) City staff evaluated the proposals, which resulted in Babcock Laboratories, Inc. ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

Evaluation Criteria	Total Points
Qualifications and Experience	30%
Approach and Methodology	30%
Professional References	15%
Pricing	25%

Evaluation Results

Vendor	Location	Total Points	Price	Rank
Babcock Laboratories, Inc.	Riverside, CA	917.41	$3,319,632	1
Eurofins Drinking Water and Wastewater West, LLC	Pomona, CA	830.00	$2,355,771	2
Weck Analytical Environmental Services Inc.	City of Industry, CA	788.92	$3,202,172	3
BSK Associates	Fresno, CA	680.53	$4,345,479	4
Positive Lab Service	Los Angeles, CA	379.41	$9,913,215	5

Although an engineering estimate is not typically performed on this type of service, Water Operations staff estimated the annual analytical services contract to be about $1,000,000 per year for normal required analytical services. This amount varies year to year due to regulatory sampling requirements, for example some analyses are only required every three years, while others are weekly. These numbers can also vary due to resamples for positive bacteriological results, emergency rush samples, or special samples for investigations. Pricing has been adjusted to cover the average expenditures that fall into the resample, emergency, or rush categories, therefore the total amount requested is $1,106,544 per year.

Purchasing Resolution 24101, Section 508 Awards states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible, except that… (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution No. 24101.

FISCAL IMPACT:

The total fiscal impact of the actions of this report is a total of $3,319,632 over a three-year term. Sufficient funds are budgeted and available in the FY 2026-2028 Biennial Budget that will be presented to Council for adoption in June 2026 in the Public Utilities account 6200000-421000 – Professional Services. Appropriations for future fiscal years will be included in future Fiscal Year budget preparations.

Prepared by:	Robin Glenney, Utilities Assistant General Manager/Water
Approved by:	David A. Garcia, Utilities General Manager
Certified as to availability of funds:	Julie Nemes, Interim Finance Director
Approved by:	Gilbert Hernandez, Interim Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. RFP Award Recommendation
2. Services Agreement
3. Presentation