

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JUNE 10, 2019

ITEM NO: 16

SUBJECT: SERVICES AGREEMENT IN RESPONSE TO RFP 1896 FOR LOCKOUT/TAGOUT PROCEDURES WRITING SERVICES FOR RIVERSIDE PUBLIC UTILITIES WATER FACILITIES WITH ENSAFE, INC. IN THE AMOUNT OF \$54,492.64 AND APPROVE WORK ORDER NO. 1922072 IN THE AMOUNT OF \$67,000

ISSUES:

Approve a Services Agreement in response to RFP 1896 for Lockout/Tagout Procedures Writing Services for the Riverside Public Utilities Water Facilities with ENSAFE Inc. in the amount of \$54,492.64; and approve Work Order No. 1922072 in the amount of \$67,000.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve a Services Agreement in response to RFP 1896 for Lockout/Tagout Procedures Writing Services for the Riverside Public Utilities Water Facilities with ENSAFE Inc., of Long Beach, California, in the amount of \$54,492.64;
2. Approve Work Order No. 1922072 in the amount of \$67,000, which includes the lockout/tagout procedures, Riverside Public Utilities staff support, and contingency costs; and
3. Authorize the City Manager, or designee, to execute the Service Agreement with ENSAFE Inc., including making minor and non-substantive changes, and to sign all documents and instruments necessary to complete the transaction.

BACKGROUND:

The California Occupational Safety Health Administration (CalOSHA) and the federal level OSHA requires the use of asset specific procedures when staff conducts repairs or routine maintenance of electrical and mechanical equipment. These procedures are called Lockout/Tagout (LOTO) procedures and detail the proper shutdown of electrical and mechanical equipment to prevent accidental startup while the equipment is being serviced.

The Water Division of the Riverside Public Utilities Department (RPU) has general LOTO procedures for booster stations, wells, reservoirs, the water treatment plant, and chlorination stations; however, the procedures are not specific to each individual asset. The purpose of this project is to develop asset specific procedures by working with a consultant with expertise in the subject matter. The consultant will work with staff to prepare specific LOTO procedures for approximately 386 RPU owned water equipment assets ensuring compliance with both CalOSHA and the federal level OSHA. The consultant will also provide an assessment of the current RPU Water LOTO Policy.

DISCUSSION:

On January 11, 2019, the Purchasing Division of the Finance Department posted RFP 1896 for Lockout/Tagout Procedures Writing Services on the City's Online Bid System. Proposals were due on February 5, 2019. Five vendors submitted proposals as summarized in the table below:

Vendor	City Location	Bid Amount	Rank
ENSAFE Inc.	Long Beach, CA	\$54,493	1
Cardinal Compliance Consultants	Holland, OH	\$55,074	2
SEAM GROUP	Cleveland, OH	\$52,245	3
Cintas FAS	Anaheim, CA	\$69,414	4
Martin Technical	Westminster, CO	\$79,550	5

RPU staff reviewed the proposals based on the criteria described in the RFP. A predetermined scoring methodology was used, also outlined in the RFP, to rank each company. Based on the final scores, staff recommends ENSAFE Inc. as the best consultant to perform the work based on their qualifications, experience, and project approach. The negotiated Services Agreement for this work with ENSAFE Inc. is in the amount of \$54,492.64.

The project breakdown is proposed as follows:

Project and Fiscal Breakdown		
Work Type	Performed By:	Amount (\$)
Lockout/Tagout Procedures	ENSAFE Inc.	\$54,493
Water Operation Staff Support	RPU Water Operations	\$7,058
Contingency		\$5,449
Work Order Total:		\$67,000
Anticipated Start Date:		June 2019
Anticipated Duration:		5-6 Weeks

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

Sufficient funds are available in the Public Utilities Professional Services Account No. 6210000-421000.

Prepared by: Todd L. Jorgenson, Utilities Assistant General Manager/Water
 Approved by: Todd M. Corbin, Utilities General Manager
 Approved by: Al Zelinka, City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Certifies availability
 of funds: Brian Seinturier, Utilities Fiscal Manager

Attachments:

1. Award Recommendation
2. Services Agreement
3. Presentation