



**RFP 1896 FOR LOCKOUT/TAGOUT PROCEDURES  
WRITING SERVICES FOR RIVERSIDE PUBLIC UTILITIES  
WATER FACILITIES WITH ENSAFE, INC. IN AN  
AMOUNT OF \$54,492.64**

**Riverside Public Utilities - Water**

Board of Public Utilities  
June 10, 2019

RiversidePublicUtilities.com



## **BACKGROUND**

1. CalOSHA and federal level OSHA require use of specific procedures when staff conducts repairs or routine maintenance of electrical and mechanical equipment
2. Procedures are called Lockout/Tagout (LOTO) and detail proper shutdown of equipment

RiversidePublicUtilities.com



## BACKGROUND (con't)

3. RPU Water Division uses general LOTO procedure for all equipment in booster stations, wells, reservoirs, water treatment plants, and chlorination stations
4. Specific LOTO procedures for each piece of equipment are now required to ensure safety of employees

## BACKGROUND (con't)

The goals of RFP 1896 are:

1. Work with a consultant with expertise in preparing Lockout/Tagout procedures specific to RPU Water equipment
2. Perform an assessment of RPU Water Lockout/Tagout (LOTO) policy to ensure compliance with CalOSHA and OSHA

## DISCUSSION

1. Proposals were solicited from vendors to provide LOTO procedures specific to approximately 386 RPU owned water equipment assets
2. Solicitation includes an assessment of current RPU Water LOTO policy
3. RFP for LOTO services:
  - A. Advertised on January 11, 2019
  - B. Proposal received on February 5, 2019

RiversidePublicUtilities.com



5

## DISCUSSION (con't)

4. Review of proposals based on predetermined criteria and individualized scored by RPU committee
5. ENSAFE Inc. selected as preferred vendor to provide LOTO services to RPU
  - A. ENSAFE Inc. has met all requirements of RFP

RiversidePublicUtilities.com



6

# PROJECT BREAKDOWN

Lockout/Tagout procedures performed by:	EnSAFE, Inc.
Anticipated Start Date	June 11, 2019
Anticipated Duration	5-6 Weeks
Coordination Required With:	RPU Water Operations Staff
Reimbursements:	None

RiversidePublicUtilities.com



7

## ENERGY CONTROL PROCEDURES (ECP)

Riverside Public Utilities - Watering Utilities - Mockingbird - Abel Pump 1



### EQUIPMENT PHOTO



SHUTDOWNS, LOCK, TAG & TEST SEQUENCE	
#	Description
1	Complete Master Clearance
2	Monitor Clearance Form Signature
3	Notify Employees
4	Remove Lockout Procedure
5	Perform Machine Stop
6	Isolate Energy
7	Lockout Energy
8	Discharge Energy
9	Attempt Restart

## ENERGY CONTROL PROCEDURES (ECP)

Riverside Public Utilities - Watering Utilities - Mockingbird - Abel Pump 1



### CONTROL POINTS & LOCKOUT PROCEDURES

#### Electrical - Electrical Disconnect - Remote Disconnect: 480v

Location: Dewatering electrical room MCC unit 20MCC2 LOTO Devices: Lock,

1

**LOCKOUT**  
At MCC 20MCC2, cubicle P-3101-01, place disconnect switch in the off position and apply additional lockout device if needed and padlock. Shuts off power to the pump.

1

**VERIFICATION**  
Test the Abel pump electrical circuits powered by this circuit breaker with test equipment to ensure no electrical power. The electrical circuits and indicators must not turn on and action must not occur.



#### Chemical - Chemical Supply/Inlet Line Isolation Valve - With Gauge: 5 psi Caustic sludge

Location: Pump suction valve downstream of pump LOTO Devices: Cable Lockout,

2

**LOCKOUT**  
Close isolation valve and apply additional lockout device if needed and padlock. Stops chemical suction to the Abel pump.

2

**VERIFICATION**  
Visually confirm that chemical suction isolation valve is in the off position and locked. Visually inspect associated chemical pressure gauge. Observe gauge moving from operating pressure to zero. Manually release line pressure.



#### Chemical - Chemical Return/Outlet Line Isolation Valve - With Gauge: 5 psi Caustic sludge

Location: Above Able pump sludge column LOTO Devices: Cable Lockout,

3

**LOCKOUT**  
Close isolation valve and apply additional lockout device if needed and padlock. Stops chemical discharge to the Abel pump circuits.

3

**VERIFICATION**  
Visually confirm that chemical discharge isolation valve is in the off position and locked. Visually inspect associated chemical pressure gauge. Observe gauge moving from operating pressure to zero. Manually release line pressure.



### RETURN TO SERVICE SEQUENCE

#	Description
1	Check Machine
2	Check Area
3	Verify Machine
4	Remove Lockout
5	Notify Employees



8

RiversidePublicUtilities.com

## 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, RPU 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.