



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: AUGUST 11, 2025

SUBJECT: RFP 2449 – SERVICES AGREEMENT FOR SAMPLE PORT REPAIRS AT PALMYRITA TREATMENT PLANT WITH VICON ENTERPRISE INCORPORATED FOR THE AMOUNT OF \$290,500

ISSUE:

Consider approval of a Services Agreement from Request for Proposal No. 2449 for sample port repairs at Palmyrita Water Treatment Plant with Vicon Enterprise Incorporated of Anaheim California in the amount of \$290,500.

RECOMMENDATION(S):

That the Board of Public Utilities:

1. Approve a Services Agreement from Request for Proposal No. 2449 for sample port repairs at the Palmyrita Water Treatment Plant with Vicon Enterprise Incorporated of Anaheim California in the amount of \$290,500; and
2. Authorize the City Manager, or designee, to execute the Service Agreement and additional extensions, as well as any other documents necessary to effectuate the project described herein, as well as the ability to make minor non-substantive changes in accordance with all purchasing policies.

BACKGROUND:

The Palmyrita Water Treatment Plant (Palmyrita WTP), commissioned in 2003. The treatment plant plays a critical role by treating local groundwater to remove Dibromochloropropane (DBCP) using granular activated carbon (GAC) technology. The plant has a rated capacity of 16.2 million gallons per day (MGD). Palmyrita WTP is a critical plant that allows the City to avoid purchasing imported water from the Colorado River and State Water Project.

Palmyrita WTP utilizes fifteen (15) pressurized GAC vessels to remove contaminants from groundwater. Each vessel is equipped with three (3) sample ports located at various heights, which are used to collect water quality samples during operation. Due to age and corrosion, five (5) of the vessels are currently exhibiting leaks at a total of nine (9) sample ports. Corrosion at sample ports is also compromising the epoxy coating inside the vessels further accelerating the corrosion. Although the leaks are presently limited to occasional seepage, accelerating deterioration will lead to serious failures. To prevent potential operational disruptions or safety

hazards, Water Operations staff recommends replacing all leaking sample ports as a proactive maintenance measure.

DISCUSSION:

Request for Proposal (RFP) No. 2449 was posted on the City’s Online Bid System on February 21, 2025, seeking prospective bidders to provide repairs for GAC Vessel Sample Ports at Palmyrita Treatment Plant.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	477
Vendors who downloaded the RFP	37
Proposals received	2

A non-mandatory pre-proposal meeting was held on March 4th. 2025, with six (6) vendors in attendance. The RFP closed on March 21, 2025, with a total of two (2) vendors submitting proposals.

Under the direction of the City’s Purchasing Department, a three-member evaluation committee reviewed and scored the proposals based on the criteria outlined in the RFP, resulting in Vicon Enterprise Inc. receiving the highest overall score. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

Evaluation Results Table:

Criterion	Max Score	Vicon Enterprise Inc.	Schuler Constructors Inc.
Qualification Scores	300	300	280
Professional References	100	83.33	73.33
Approach/Methodology	300	240	290
Pricing	300	300	228.82
Total	1,000	923.33	872.15
Rank		1	2

Vendors	City Location	Bid Amount	Rank
Vicon Enterprise Inc.	Anaheim, CA	\$290,500	1
Schuler Constructors Inc.	Riverside, CA	\$380,868	2

**Engineer's Estimate*

\$300,000

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 are in accordance with Purchasing Resolution 24101.

FISCAL IMPACT:

The total fiscal impact is \$290,500. Sufficient funds are available in Public Utilities Maintenance Account No. 6200000-424130.

Prepared by:	Robin Glenney, Utilities Assistant General Manager/Water
Approved by:	David A. Garcia, Utilities General Manager
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Agreement with Vicon Enterprise Incorporated
2. RFP Award Recommendation
3. Presentation