

The Wastewater Division’s Environmental Compliance Section monitors and ensure discharges to the City sewer system meet requirements established in the Riverside Municipal Code and the WQCPs NPDES permit. The Environmental Compliance Section uses EnfoTech & Consulting, Inc’s impacts database software to manage compliance related documents (plan check approvals, permit issuance, sampling analyses, Fats, Oil and Grease program, inspections, photographs, etc.), track facility information, and to facilitate and expedite its business processes.

The City Council has considered and approved amendments to the Agreement for Environmental Compliance Tracking Database Software with EnfoTech & Consulting, Inc. since the iPACS database was selected in 2012 under RFP No. 1340. Table 1 provides a summary of related City Council actions.

Table 1 – City Council Actions for Environmental Compliance Tracking Database Software

Item	Date	Action	Description	Amount
1	Jan. 2013	Original Agreement	Contract Award RFP No. 1340 3-year term	\$150,900.00
2	Jan. 2016	First Amendment	3-year term extension	\$100,200.00
3	Jan. 2019	Second Amendment	3-year term extension	\$121,320.00
4	Feb. 2022	Third Amendment	3-year term extension	\$103,200.00
5	June 2023	Fourth Amendment	Upgrade iMac’s 2 to iPACS 5 Migrate existing forms to iPACS 5 Develop iPACS 5 permit templates Enhanced loading calculations	\$87,940.00
6	July 2025	Fifth Amendment	1-year extension	\$46,746.30
7	Pending	Sixth Amendment	2-year term extension, including iPACS system enhancements.	\$84,000.00
Total:				\$694,306.30

DISCUSSION:

The Public Works Department, Wastewater Division is requesting to amend the current agreement with EnfoTech & Consulting, Inc., to extend the service period through June 30, 2028. The amendment will provide continued hosting, technical support, and iPACS system enhancements, in the amount of \$84,000 for a total contract amount not-to-exceed \$694,306.30.

The requested two-year extension will also provide the department time to evaluate long-term system needs and to conduct a competitive procurement process for a future solution. To do so, a transition period is necessary to allow for the development of specifications, solicit proposals, evaluate them, and award and implement a new or upgraded system, while ensuring continued service and compliance.

Purchasing Overview:

The original agreement was approved by City Council in accordance with Purchasing Resolution 24101, Section 403 Competitive Procurement shall not be required for Information Technology software maintenance and license renewals; training; advertising; or professional recruitment services where the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated. Section 702 which states “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances...(t) When the Procurement is for the annual maintenance, license(s), support, or similar need for current technology systems, including hardware, and the items procured are from the owner/developer of the software/hardware or from a sole source provider, and the Manager is satisfied that the best price, terms and conditions have been negotiated.”

This Sixth amendment is pursuant to Purchasing Resolution 24101, Section 1104 “Change Orders”, which states: “Modification to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of...

- (1) adding and/or deleting quantity of items being procured...(b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity.
- (2) modifying unit prices. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity.
- (3) modifying scope of work/services being provided, where the modification is reasonably related to the original scope of work/services.
- (5) modifying contract completion time or the term of a Contract. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(d) A Contract amendment which extends the term of the agreement beyond one year of the original expiration date.

The Purchasing Manager concurs that the recommended action is compliant with Purchasing Resolution 24101.

FISCAL IMPACT:

The total fiscal impact of the action is \$84,000. Sufficient funds are included in the FY 2026-2028 budget that will be brought forward to Council in June 2026 for adoption, in the Sewer Fund, Sewer, Environmental Compliance, Software Purchase/Licensing account number 4125300-425700.

Prepared by: Ashley Gordon, Administrative Analyst
Approved by: Nathan Mustafa, Public Works Director
Certified as to
availability of funds: Julie Nemes, Interim Finance Director
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Proposal
2. Sixth Amendment Agreement