



Legislation Text

File #: 22-1108, **Version:** 2

Resolution to Approve a General Services Agreement for Electrical and Instrumentation Support Services with Utilities Instrumentation Service, RFP #22-45 (\$750,000.00)

This memorandum and resolution requests approval of a General Services Agreement for Electrical and Instrumentation Support Services with Utilities Instrumentation Services, Inc. for up to \$750,000.00 through FY25.

In May 2022, the City issued a request for proposals to award a contract for electrical and instrumentation support services for a total of up to \$750,000.00 for three years. The scope of work involves transformer testing, infrared testing of switchgears, testing of medium voltage breakers at City substations and generators, programming and calibration of instrumentation, Supervisory Control and Data Acquisition (SCADA) support and troubleshooting, Programmable Logic Controller (PLC) programming, and tuning and testing of dam and hydroelectric generator controls.

Additional scope includes replacement of City-purchased equipment including installation, programming, start-up, commissioning, project coordination, and all related and incidental work. City-purchased equipment replacement support may include ozone generation equipment (power supply units, vessel internals, dielectrics, etc.), filter press hydraulic power packs, control panels, turbidimeters, as well as other instrumentation equipment and accessories.

This contract will be task-based and reflect the fees as identified in the proposal. The contractor will be required to submit letters of proposal on identified tasks for the City's consideration. Upon approval, the contractor will be authorized to complete the task under the terms and fee schedule included in the General Services Agreement.

Solicitation of Proposals

Water Treatment Services Unit staff created the Request for Proposal documents and solicited proposals for Electrical and Instrumentation Support Services through the City's Procurement Unit. On May 31, 2022, the City received one (1) proposal from Utilities Instrumentation Services, Inc. for these services. A selection committee comprised of Water Treatment Services staff reviewed the proposal and determined the proposal from Utilities Instrumentation Services, Inc. provided the best value based on the criteria provided in ORD-21-41, adopted by Council on January 3, 2022:

- Qualifications, Experience & Accountability (20%)
- Workplace Safety (20%)
- Workforce Development (20%)
- Social Equity & Sustainability (20%)
- Schedule of Pricing/Cost (20%)

Accordingly, staff recommends awarding the Contract for these services to Utilities Instrumentation Services, Inc.

Utilities Instrumentation Service complies with the requirements of the City's Non-Discrimination and Living Wage ordinance.

Budget/Fiscal Impact: These services are to be funded from the approved FY23 Water Supply System, Park Maintenance and Capital Improvements, and General Fund operating and capital budgets, for which services are rendered. Services for future fiscal years will be funded from the appropriate operating and capital budgets for these fiscal years if so, approved by Council.

Prepared by: Mike Switzenberg, Water Utilities Maintenance Supervisor, WTP

Reviewed by: Brian Steglitz, Interim Public Services Administrator

Approved by: Milton Dohoney Jr., City Administrator

Whereas, The City issued a Request for Proposal for Electrical and Instrumentation Support Services, RFP 22-45, for the Water Treatment Services Unit for calibration, testing, inspection, programming, troubleshooting, and preventive maintenance on Water Treatment, Dam, and Hydroelectric Generator electrical equipment and instrumentation;

Whereas, The services included in Construction RFP 22-45 are necessary to maintain the function and operation of critical Water Treatment Services electrical and instrumentation infrastructure;

Whereas, One proposal was received from Utilities Instrumentation Service on May 31, 2022,

Whereas, Utilities Instrumentation Service is qualified to perform the specified work and provided competitive pricing and provided the qualified staff at a competitive price, and its proposal represents the best value to the City;

Whereas, Electrical and instrumentation services are budgeted for FY23 and future fiscal years will be funded from the appropriate operating and capital budgets for these fiscal years if so approved by Council; and

Whereas, Utilities Instrumentation Service complies with the requirements of the City's Non-Discrimination and Living Wage Ordinances;

RESOLVED, That City Council approve a General Services Agreement with Utilities Instrumentation Service in the amount not-to-exceed \$750,000.00 through FY25 for Electrical and Instrumentation Support Services (RFP 22-45);

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution, including authorization of two (2) one-year renewals for up to \$250,000.00 per year;

RESOLVED, That the City make the following declaration for the purposes of complying with the reimbursement rules of Treasury Regulations 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended, that the City reasonably expect to reimburse itself for expenditures for the costs of the contract with proceeds of Bonds; and

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the agreements after approval as to form by the City Attorney and approval as to substance by the City Administrator.

RESOLVED, That the City Administrator be authorized to take the necessary actions to implement this resolution.