


**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**  
**Bids and Proposals**

TO : President and Village Board of Trustees  
FROM : Scott Niehaus, Village Manager  
DATE : February 24, 2016 Agenda Date March 3, 2016  
TITLE : 2016 Water & Sewer Pump Station Arc Flash Project  
SUBMITTED BY: Brian M. Jack, Utilities Superintendent 

**RESULTS:**

Date Bids Were Published \_\_\_\_\_ Bidding Closed \_\_\_\_\_  
Total Number of Bids Received \_\_\_\_\_  
Total Number of Bidders Meeting Specifications \_\_\_\_\_  
Bid Security Required \_\_\_\_\_ Yes \_\_\_\_\_ No  
Performance Bond Required \_\_\_\_\_ Yes \_\_\_\_\_ No  
Were Any Bids Withdrawn \_\_\_\_\_ Yes \_\_\_\_\_ No  
Explanation:  
Waiver of Bids Requested? \_\_\_\_\_ X Yes \_\_\_\_\_ No  
If yes, explain:  
Award Recommended to Lowest \_\_\_\_\_ Yes \_\_\_\_\_ No  
Responsible Bidder?  
If no, explain: Purchase from manufacturer's authorized distributor.

**FISCAL IMPACT:**

Engineer's Estimate/Budget Estimate: \$50,000 Amount of Award: \$51,278.00  
Account # 520.790.715.75420  
Water and Sewer Capital Reserve Fund – RM PROG 32 - \$10,000.00  
Water and Sewer Capital Reserve Fund – RM PROG 08 - \$41,278.00

**BACKGROUND/RECOMMENDATION:**

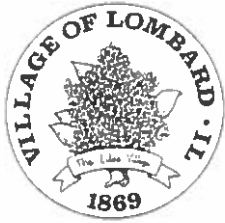
Waive bids and award a contract to Lew Ellyn Technology, LLC for the 2016 Water & Sewer Pump Station Arc Flash Project in an amount not to exceed \$51,278.00.

Has Recommended Bidder Worked for Village Previously X Yes \_\_\_\_\_ No  
If yes, was quality of work acceptable X Yes \_\_\_\_\_ No  
Was item bid in accordance with Public Act 85-1295? \_\_\_\_\_ Yes X No  
Waiver of bids - Public Act 85-1295 does not apply X Yes

**REVIEW** (as needed):

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager XX \_\_\_\_\_ Date \_\_\_\_\_

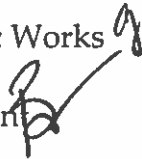
**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.**



## MEMORANDUM

**To:** Scott Niehaus, Village Manager

**Through:** Carl S. Goldsmith, Director of Public Works

**From:** Brian M. Jack, Utilities Superintendent 

**Date:** February 24, 2016

**Subject:** Waiver of Bids - FY 2016 Water & Sewer Pump Station Arc Flash Project

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### Background

The Village's water and sewer pump stations have electrical services of 240 volts and greater in which Village employees routinely make repairs to the pump station electrical equipment. Arc flash is one of the safety hazards that exist when working with electrical equipment of higher voltages. An arc flash is the release of a tremendous amount of energy due to an uncontrolled arc within the equipment. An arc flash incident is commonly characterized as an explosion, which occurs in milliseconds, too fast for human reaction time. The result can be serious burns or trauma to the employee and/or significant equipment damage.

In 2011, the Water Treatment & Wastewater Pumping staff along with the help of Littlefuse, Inc of Chicago Illinois performed a basic arc flash analysis on the equipment identifying some of the risks, collected information on each electrical component, purchased personal protective equipment and tools and attended electrical safety training to become educated on the risks of arc flash. An arc flash hazard assessment was also completed by Littlefuse, Inc which evaluated the arc flash potential of each piece of equipment, provided an arc flash rating for each component, labeled each electrical cabinet and/or component and further trained employees on interpreting electrical data, personal protective equipment and safe work practices.

Once an Arc Flash Study is performed, the National Fire Protection Association, or NFPA, requires subsequent studies be conducted every five years to ensure proper labels are affixed to the equipment and proper safety precautions are taken by anyone working around high voltage equipment. Any changes to existing electrical wiring or modifications such as the addition of a generator or pump station rehabilitation will be addressed. New reports will be created and new identification arc flash stickers will be placed on all equipment that could potentially harm the operators.

In preparation of the 2016 Arc Flash Study, staff prepared a request for proposal detailing the specifications for the arc flash project which included data collection and analysis on all of the electrical equipment in the pump stations from the 2011 study. The 2016 arc flash project will identify any changes or upgrades at the Village's 31 facilities and the arc flash risks. The final report will also have recommendations for reducing the risks, labeling any new or modified equipment and possible training topics that will assist the operators.

The Request for Proposal (RFP) was sent to four companies who specialize in Arc Flash Studies. Note: the 2011 Arc Flash firm Littlefuse was contacted but it was discovered that their Arc Flash Division went out business shortly after the study was completed in 2011. Subsequently, of the four firms solicited, three submitted proposals: Lewellyn Technology, Flolo, and General Electric. Staff reviewed the proposals to verify that the scope was met and that Addendum #1 which issued for this RFP was included with the submittal. Staff determined all three submittals met the requirements and that Lewellyn Technology; LLC provided the lowest cost proposal and is the most qualified firm. They are considered a reliable and responsive vendor who has completed numerous Arc Flash projects throughout the Chicagoland area. Reference checks with those local communities rate Lewellyn very good and highly recommended. Results of the proposal are listed below.

<b><u>VENDOR</u></b>	<b><u>2016 ARC FLASH RFP</u></b>	<b><u>TOTAL</u></b>
Lewellyn Technology of Indianapolis, IN	2016 ARC FLASH RFP	<b>\$51,278.00</b>
Flolo Corporation of Bensenville, IL	2016 ARC FLASH RFP	<b>\$58,757.00</b>
General Electric of Warrenville, IL	2016 ARC FLASH RFP	<b>\$183,100.00</b>
Eaton Corporation of Glendale Heights, IL	2016 ARC FLASH RFP	<b>Did Not Submit</b>

The 2016 Water & Sewer Pump Station Arc Flash Project's budget is \$50,000 split between water and sewer accounts. The Water and Sewer Capital Reserve Fund was split based on the percentage of stations in the study; roughly 20% of the funding will fall under RM PROG 32 - Water Maintenance & Improvements and the remaining 80% will fall under RM PROG 08 - Lift Station Maintenance.

The slight increase in the total project cost above the original budgeted amount was due to a feature staff wanted to include. The project scope calls out for selected firm to perform additional infrared thermal imaging of all equipment in addition to assistance with refining the Village's Arc Flash Electrical Safety program. Realizations from this slight increase can be absorbed in the existing capital reserve fund.

**Recommendations**

Staff recommends the Board of Trustees waive bids and award a contract for the FY 2016 Water & Sewer Pump Station Arc Flash Project to Lewellyn Technology, LLC of Indianapolis, IN in an amount not to exceed \$51,278.00 at their March 3, 2016 meeting.

VILLAGE OF LOMBARD

Contract for FY 2016 Water & Sewer Station Arc Flash Project

This agreement is made this 3<sup>rd</sup> day of March 2016, by and between, and shall be binding upon, the Village of Lombard, an Illinois municipal Corporation hereinafter referred to as (the "Village") and Lewellyn Technology. LLC of Indianapolis, IN hereinafter referred to as (the "Contractor").

Witnesseth That in consideration of the mutual promises of the parties delineated in the Contract Documents, the Contractor agrees to sell and the Village agrees to pay for the following described items as set forth in the Contract Documents:

FY 2016 Water & Sewer Station Arc Flash Project in an amount not to exceed \$51,278.00

1. This Contract shall embrace and include all of the applicable Contract Documents listed below as if attached hereto or repeated herein:
  - a. The Contractor's Proposal dated February 8, 2016
  - b. Required Certificate of Insurance, Indemnification, Venue, Other Contractor Responsibilities
2. The Village agrees to pay, and the Contractor agrees to accept as full payment for the items which are the subject matter of this Contract the total sum of \$51,278.00 paid in accordance with the provisions of the Local Government Prompt Payment Act and the provisions of the Contract Documents.
3. Risk of loss, destruction or damage of or to goods under this Contract shall be on contractor until delivery of the goods to the Village and acceptance of the goods by the Village.
4. The Contractor agrees to perform the terms of this Contract according to the following schedule set forth in their quotation after the Notice to Proceed has been delivered. Time is of the essence of this Contract.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by Village President, and the Contractor have hereunto set their hands this 3<sup>rd</sup> day of March 2016.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Accepted this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Individual or Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

\_\_\_\_\_  
By Position/Title

\_\_\_\_\_  
By

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Print Company Name

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 3<sup>rd</sup> day of March 2016.

\_\_\_\_\_  
Keith T. Giagnorio  
Village President

Attest:

\_\_\_\_\_  
Sharon Kuderna  
Village Clerk

**VILLAGE OF LOMBARD  
CONTRACTOR'S CERTIFICATION**

\_\_\_\_\_, having been first duly sworn, depose and states as follows:

I am the \_\_\_\_\_ (Officer or Owner of Company)  
\_\_\_\_\_ (Title) for \_\_\_\_\_ (Name of Company),

(the "Contractor"), which has submitted a proposal for FY 2016 Water & Sewer Station Arc Flash Project to the Village of Lombard and, having personal knowledge of the matters certified to herein, and being authorized by the Contractor to make the certifications set forth herein, hereby certifies that said Contractor:

1. has a written sexual harassment policy in place, in full compliance with 775 ILCS 5/2-105(A) (4);
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
  - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate revenue Act; or
  - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement;
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382, and that

\_\_\_\_\_  
(Name of employee/driver or "all employee drivers")

is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules; and

4. is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961.

By: \_\_\_\_\_  
Authorized Agent of Contractor

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2016.

Notary Public