

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 : David A. Hulseberg, Village Manager

DATE : December 22, 2010 Agenda Date January 6, 2011

TITLE : Water & Sewer Pump Station Arc Flash Project - Bid Waiver

SUBMITTED BY: Angela M. Podesta, Utilities Superintendent **AMP**

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Were Any Bids Withdrawn _____ Yes _____ No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 \$30,000.00

Amount of Award \$29,773.00

BACKGROUND/RECOMMENDATION:

Waive bids and award a contract to Littlefuse, Inc. for the Water & Sewer Pump Station Arc Flash Project in an amount not to exceed \$29,773.00.

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):

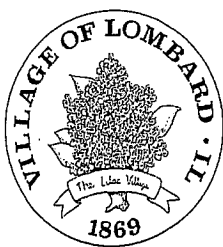
Village Attorney XX _____ Date _____

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: David A. Hulseberg, Village Manager
From: Angela M. Podesta, Utilities Superintendent
Through: Carl S. Goldsmith, Director of Public Works
Date: December 22, 2010
Subject: Arc Flash Project - Waiver of Bid

AMP

Background

The Village's water and sewer pump stations have electrical services of 240 volts and greater. Village employees routinely make repairs to the pump station electrical equipment. Arc flash is one of the safety hazards that exists 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.

Staff has performed a basic arc flash analysis on the equipment identifying the some of the risks, collected information on each electrical component, has purchased personal protective equipment and tools and has attended electrical safety training to become educated on the risks of arc flash. The next step is to do an arc flash hazard assessment to evaluate the arc flash potential of each piece of equipment, provide an arc flash rating for each component, label each electrical cabinet and/or component and further train employees on interpreting electrical data, personal protective equipment and safe work practices. 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, identifying the arc flash risks and recommendations for reducing the risks, labeling the equipment and training.

The Request for Proposal (RFP) was sent to eleven companies. Three companies attended the mandatory question and answer session. Two companies submitted proposals: Littlefuse, Inc. of Chicago, IL and the Industrial Training University, Inc. of Sullivan, IN. Staff reviewed the proposals and interviewed Littlefuse, Inc. Staff determined Littlefuse to be the most qualified firm. They further refined the scope of services and Littlefuse submitted a work effort and fee schedule. Littlefuse, Inc. submitted a fee of \$29,773 for the project.

The Water & Sewer Pump Station Arc Flash Project is budgeted for \$30,000 in the Water and Sewer Capital Reserve Fund under Water Maintenance & Improvements.

Recommendations

Staff recommends the Board of Trustees waive bids and award a contract for the Water & Sewer Pump Station Arc Flash Project to Littlefuse, Inc. of Chicago, IL in an amount not to exceed \$29,773.00 at their January 6, 2011 meeting.

VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER PWU-1121

This agreement is made this 6th day of January, 2011, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Littlefuse, Inc. hereinafter referred to as the "ENGINEER" and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

Arc Flash Hazard Analysis to include on-site data collection, engineering analysis, recommendations to lower existing hazards on thirty (30) water and sewer pump stations and six (6) portable generators. Provide electrical safety training that addresses arc flash hazards. Deliverables to include a full report detailing existing electrical conditions, proposed modifications to lower arc flash ratings and labeling equipment to meet the NFPA 70E standard in an amount not to exceed \$29,773.00.

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Water & Sewer Pump Station Arc Flash Project Request for Proposal consisting of the following:
 - i) Cover Sheet
 - ii) Table of Contents
 - iii) General Provisions
 - iv) Special Provisions
 - b. ENGINEER'S Statement of Qualifications and Proposal Dated October 28, 2010
 - c. ENGINEER'S Work Effort and Fee submittal Dated December 8, 2010
 - d. Minutes of Scope & Fee Negotiation Meeting and associated revised Scope of Work, Work Effort and Fee Dated December 20, 2010
 - e. Required Certificates and Signatures and Certificate of Insurance

2. The VILLAGE agrees to pay, and the ENGINEER agrees to accept as full payment for the services which are the subject matter of this contract in accordance with the General Provisions.
3. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by William J. Mueller, Village President, and the ENGINEER have hereunto set their hands this 6th day of January, 2011.

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:

Print Company Name

Accepted this _____ day of _____, 2011.

Individual or Partnership _____ Corporation _____

By

Position/Title

By

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this _____ day of _____, 2011.

William J. Mueller, Village President

Attest:

Brigitte O'Brien, Village Clerk