

Council Business Meeting

February 6, 2018

Title: Safety Training (Onsite for Public Works & Electric Utility Departments)

From: Thomas McBartlett Interim Director of Electric

thomas.mcbartlett@ashland.or.us

From: Michael Morrison Public Works Superintendent

michael.morrison@ashland.or.us

Summary:

Approval is being requested for a contract award exceeding \$100,000.00. A formal competitive sealed proposal (Request for Proposal) is the required sourcing method for an acquisition of this type greater than \$100,000.00. There were many potential safety training vendors contacted by telephone to inform them about the RFP, and subsequently, approximately 10 vendors and/or interested individuals logged into the City's website bidding system to view the RFP for Safety Training. A single proposal submitted by Evergreen Job & Safety Training, Inc. was received and evaluated and determined by the City to substantially comply with the requirements and criteria set forth in the Request for Proposal. A second proposal was received after closing (late). In accordance with OAR 137-047-0460 we are not allowed to consider late proposals.

The City's intent is to award the contract for Safety Training (Onsite for Public Works & Electric Utility Departments) to Evergreen Job & Safety Training, Inc. The contract will be for a term of two (2) years with the option to renew the contract annually for up to three additional years for a maximum term of five (5) years.

Actions, Options, or Potential Motions:

I move that the Council, acting as the Local Contract Review Board, approve the public contract award to Evergreen Job & Safety Training, Inc. for Safety Training (Onsite for Public Works & Electric Utility Departments).

Staff Recommendation:

Staff recommends the public contract for Safety Training (Onsite for Public Works & Electric Utility Departments) be awarded to Evergreen Job & Safety Training, Inc.

Resource Requirements:

Public Works has budgeted \$32,750 for FY 2018 and \$32,750 for FY 2019.
Electric has budgeted \$30,000 for FY 2018 and \$30,000 for FY 2019.

Policies, Plans and Goals Supported:

N/A

Background and Additional Information:

Safety training classes to be provided are as follows:

NOTE: The following information is being provided to give you **examples of the safety training classes** that are applicable now for each department. These lists are **not inclusive**. The actual safety training classes that are scheduled may be subject to change depending on the department's needs and requirements at that time.

Electric Utility Department

1. CPR/First Aid/AED Training
2. Electrical Burns
3. Energized Parts
4. Job Observation
5. Substations
6. Underground Electrical Installations
7. Boom Truck & Crane Safety*
8. Work Zone Traffic Control Flagger
9. ERP: Pole Top & Bucket Truck Rescue
10. Overhead Lines
11. De-energizing Lines & Equipment (Lockout & Tagout)
12. Hot Stick & Grounds Testing
13. Voltage Regulations
14. Rigging
15. Heat Illness & Ladder Safety
16. Metering
17. Capacitors
18. Personal Protective Equipment

*Electric fleet includes the following boom trucks and cranes:

1. 1998 Freightliner FL80 Terex Commander 4045
2. 2003 International 4300 Altec LRV55
3. 2003 Ford F550 Altec AT37G
4. 2005 Ford F550 Altec AT37G
5. 2008 International Line Truck Altec D3055ATR
6. 2011 International Line Truck Altec TA60
7. 2015 Ford F450 Altec AT30G

Public Works Department

1. CPR/First Aid/AED Training (30)
2. CPR/First Aid/AED Training (30)
3. Back Safety
4. Job Observation
5. Work Zone Traffic Control Flagging
6. Excavations
7. Hand & Portable Power Tools
8. Boom Truck & Crane Safety *
9. ERP: Vault Rescue
10. Safety Data Sheets
11. Bloodborne Pathogens
12. Ladders and Fall Protection

*There are no boom trucks in PW fleet. PW uses ¼ to ½ ton jib hoist cranes and trolley cranes up to 4 tons.

Safety training classes are required to be compliant with the Oregon OSHA and NEC rules as follows:

- Division 1, General Administrative Rules
- Division 2, General Occupational Safety and Health Rules
- Division 3, Construction Rules
- NEC compliance training (Electric Utility)
- OSHA regulated 1910.269 categories (including telecommunications training)

The proposed cost for facilitating the monthly safety training classes with each department and conducting two (2) onsite job observations, which provides an outside opinion on the City's safe work practices, per department will be as follows:

FIVE (5) YEAR CONTRACT	<u>ELECTRIC UTILITY</u> (16 Employees)		<u>PUBLIC WORKS</u> (60 Employees)	
YEAR 1 March 2018 – February 2019	\$2,377.28/Month	\$28,527.36	\$2,434.24/Month	\$29,210.88
YEAR 2 March 2019 – February 2020	\$2,472.37/Month (+4% increase/Year 2)	\$29,668.44	\$2,531.61/Month (+4% increase/Year 2)	\$30,379.32
YEAR 3 March 2020 – February 2021	\$2,472.37/Month	\$29,668.44	\$2,531.61/Month	\$30,379.32
YEAR 4 March 2021 – February 2022	\$2,571.27/Month (+4% increase/Year 4)	\$30,855.24	\$2,632.87/Month (+4% increase/Year 4)	\$31,594.44
YEAR 5 March 2022 – February 2023	\$2,571.27/Month	\$30,855.24	\$2,632.87/Month	\$31,594.44
Total amount for 5-year contract:		<u>ELECTRIC</u> <u>\$149,574.72</u>		<u>PUBLIC WORKS</u> <u>\$153,158.40</u>
Cost per month includes monthly safety training classes (one per department each month), job observations (two per department each month), administration, training materials, record keeping, program development, insurance, travel, lodging, meals, and any other expenses required to facilitate the required safety trainings and job observations.				

Attachments:

None