



## Legislation Text

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File #: 2020-182, Version: 1

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**Contract No. 1904738**  
**Instrumentation and Controls Maintenance Services**

Agenda of: June 24, 2020

Item No.: **2020-182**

Amount: \$7,620,000.00

**TO:** The Honorable  
Board of Directors  
Great Lakes Water Authority

**FROM:** Sue F. McCormick  
Chief Executive Officer  
Great Lakes Water Authority

**DATE:** June 24, 2020

**RE:** **Contract No. 1904738**  
**Instrumentation and Controls Maintenance Services**  
**Vendor: Various Vendors**

### MOTION

Upon recommendation of Navid Mehram, Chief Operating Officer - Wastewater Operating Services, the Board of Directors (Board) of the Great Lakes Water Authority (GLWA), authorizes the Chief Executive Officer (CEO) to **enter into Contract No. 1904738, "Instrumentation and Controls Maintenance Services" with the Vendors listed below, at a cost not to exceed Seven Million Six Hundred Twenty Thousand (\$7,620,000.00) for a duration of three years, with two renewal options;** and authorizes the CEO to take such other action as may be necessary to accomplish the intent of this vote.

Vendors included in this contract are the following:

- CEC Controls
- Emerson Power & Water Solutions
- Outbound Technologies, Inc.
- Process Control & Instrumentation (PCI), LLC
- RKNeal LLC
- Utilities Instrumentation Service

### **BACKGROUND**

Services provided under this Instrumentation and Controls maintenance Job Order Contract include, but are not limited to instrument verification, instrument calibration, instrument repair (including identifying replacement equipment, generating bill of material lists, ordering equipment, and replacing equipment), troubleshooting loops, programming Ovation distributed control system, programming programmable logic controllers, programming human machine interfaces, and providing operational technology (OT) support services including networking and cybersecurity.

For these specialized services, six vendors were selected to provide instrumentation and controls maintenance services on a task by task basis under this contract. Each task order can range in value between \$5,000 and \$1,000,000. GLWA will issue each selected vendor a contract and purchase order with no guarantee of the amount to be spent with that vendor. This Contract will enable a single contract, procured, and vetted through Legal and Risk Management, that encompasses all of the above-mentioned individual \$5,000 to \$1,000,000 contracts. The authorization for each task under this contract will be in accordance with the GLWA procurement policy. This Contract is intended to service Wastewater and the Combined Sewer Overflow (CSO) Basin Facilities.

Each task will be competitively bid by a minimum of three (3) out of the six (6) selected vendors. The selected vendors bidding on a task will be provided with the scope, approach, schedule, and budget elements being considered for responsiveness to the task. Each task will follow the process through GLWA's established procedures for proper oversight, budgeting, and execution. Once a task is awarded, a notice to proceed will be issued to the selected vendor authorizing them to proceed on the task and identifying the task value against the vendor's PO issued to them during the contract award phase.

### **JUSTIFICATION**

The maintenance, calibration and repair procurements are essential to continue meeting current demand and regulatory requirements by keeping our instrumentation and controls integrity. To

streamline the procurement of relatively small PO maintenance and repair services, this Job Order Contract stands to meet organizational needs in a more timely and efficient manner in line with the Board's request to improve project inception to completion cycle. Additionally, by reducing many maintenance and repair related procurements and routing them through the Job Order Contract, the Procurement, Legal, and Risk Management teams at GLWA can focus more on procuring large capital improvement design and construction projects needed to preserve and obtain capacity/improvements necessary to meet future demands or regulatory requirements. This strategy will allow all current and future procurement needs to have the priority and urgency they require.

### **FINANCIAL PLAN IMPACT**

**Summary:** This contract will be available for use by Wastewater Process Control. The use of this contract will be controlled by consistent application of current requisition and approval practices. This means that individual tasks requested will be reviewed against available budget by expense category. With these controls in place, this contract is within the financial plan as shown in the table below.

**Funding Source:** Operations and Maintenance (O&M) budgets for Sewer (5960)

**Cost Centers:** Wastewater Process Control (892222)

**Expense Types (Depending on task):**

Contractual Operating Services (617900)

Repairs & Maintenance - Hardware (622301)

Repairs & Maintenance - Software (622302)

**Estimated Cost by Year and Related Estimating Variance:** See table below.

FY 2021 Budget	\$1,486,700
FY 2022 Plan	1,529,650
FY 2023 Plan	1,491,200
FY 2024 Plan	1,722,730
FY 2025 Plan	<u>1,394,900</u>
Financial Plan Forecast	\$7,625,180
Maximum Contract	<u>\$7,620,000</u>
Variance	<u>\$ 5,180</u>

### **COMMITTEE REVIEW**

This item was presented to the Operations and Resources Committee at its meeting on June 10,

2020. The Operations and Resources Committee unanimously recommended that the GLWA Board adopt the resolution as presented.

**SHARED SERVICES IMPACT**

This item does not impact the shared services agreement between GLWA and DWSD.