


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts	Coordination: Environmental Service Department, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide	(New or Amended) resulting in no physical changes to the environment		CMO Approval:  12-7-18

SUBJECT: CONFINED SPACE PROTECTION AND RESCUE TEAM SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a Purchase Order with Capstone Fire Management, Inc. (Escondido, CA) for confined space rescue team services for the Environmental Service Department for an initial twelve-month period, starting on or about December 19, 2018 and ending on or about December 18, 2019, for an amount not to exceed \$300,000, subject to appropriation of funds; and
2. Exercise up to four one-year options to extend the term of the Purchase Order with the last option year ending on or about December 18, 2023, subject to the appropriation of funds.

Desired Outcome: To protect and rescue San Jose City staff working in confined spaces.

BASIS FOR RECOMMENDATION:

The Environmental Services Department (ESD) requires confined space protection and rescue team services at the San Jose/Santa Clara Regional Wastewater Facility and South Bay Recycle Stations when City staff work in confined spaces, in adherence to Occupational Safety and Health Administration (OSHA) standards and ESD's confined space program. City staff enter confined spaces such as pits, manholes, basins, tanks, clarifiers and digesters, in order to repair or replace equipment (i.e. valves, motors, pipes) located in the space. Some projects related to confined spaces entry include:

- 1) Preventive maintenance - greasing and adjustments to equipment that are required on a monthly basis to prevent equipment break-down.
- 2) Emergency work - repair or replacement of equipment that are time sensitive to the process flow and need emergency action.
- 3) Scheduled work - repair or replace process related equipment, structures located throughout the plant that are categorized as permitted confine space areas (tanks, digesters, clarifiers, etc.).

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure this service. Four bids were submitted and no protests were received. Staff recommends award to Capstone Fire Management, as the lowest responsive and responsible bidder pursuant to the formal bidding procedures of the San José Municipal Code, Section 4.12.310B.

Input from a Board or Commission: The Treatment Plant Advisory Committee is scheduled to consider this item on December 13, 2018.

This Council item is consistent with the City's 2018-2019 Adopted Budget City Areas Delivery Framework: "Provide environmental leadership through policy development, program design, and reliable utility services."

COST AND FUNDING SOURCE:

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Recommendation	2018-2019 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
513	0762	NP/EQUIP- ENVIRONMENTAL SVCS	\$28,520,251	\$300,000	X-79	10/16/2018 30172

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director, Finance at (408) 535-7059