

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: September 20, 2018

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the General Manager to Execute an Agreement with Chris Aguilar to Perform the Cross Connection Control Survey

ISSUE:

Shall the Board of Directors authorize the General Manager to execute an Agreement with Chris Aguilar to Perform the Cross Connection Control Survey?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to execute an agreement with Chris Aguilar to perform the Cross Connection Control Survey.

FISCAL IMPACT:

\$75 per survey with a maximum amount not to exceed of \$8,250. It is estimated that HPUD will require about 100-110 surveys.

BACKGROUND:

The HPUD is required by the State Department of Drinking Water and Section 7584 of the California Code of Regulations to have a cross connection control program and to perform a Cross Connection Control Survey every five years. In 2013 the survey was performed by Jose Saldaña for a total amount of \$6,025.00, and he performed about 75 surveys.

The purpose of the cross connection control program is to reduce the hazard of contamination of the public water system by identifying actual and potential cross connections and taking action to protect the system from these hazards. This is accomplished by installing backflow prevention assemblies where hazards are identified; or ensuring that water-using equipment on the premises is installed in accordance with plumbing code requirements and good practice.

DISCUSSION:

At the July Board meeting, the Board authorized the submittal of a Request for Proposal for a Certified Cross Connection Control Specialist to perform the survey for HPUD. We submitted the RFP for publication and mailed the RFP to three local Cross Connection Control Specialist known to HPUD. We received one response.

We made every reasonable effort to ensure that the RFP was published, and gave sufficient time for responses. The responding bidder is qualified, and the cost per survey is lower than the cost paid five years ago for a similar survey. We believe that we would not receive an additional bids from qualified Cross Connection Control Specialist should we rebid this project.

CONCLUSION:

As the RFP was authorized by the Board, and staff submitted it for publication in a local newspaper, and mailed copies to three known local Cross Connection Control Specialist, and since the RFP was open for one month, staff feels that this is the best and only response we will receive.

The bid was responsive, accurate and submitted by a certified cross connection control specialist, and the bid is a lower cost per survey than the prior survey in 2013. Thus, staff recommends authorizing the General Manager to execute the Agreement with Chris Aguilar to complete the Cross Connection Control Survey for 2018 in the amount of \$75 per survey and not to exceed \$8,250.00.

ALTERNATIVES:

- 1) Do not authorize the General Manager to execute the Agreement with Chris Aguilar to perform the CCC Survey, and direct staff to re-submit the RFP for an additional amount of time in an attempt to receive additional bids.
- 2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,
General Manager