



**Recommendation for
Water & Wastewater Commission**

Commission Meeting Date:	March 8, 2017
Council Meeting Date:	March 23, 2017
Department:	Purchasing
SUBJECT	
<p>Authorize negotiation and execution of a 24-month contract with SAFETEC COMPLIANCE SYSTEMS, INC., or one of the other qualified offerors to Request For Proposals JRD0315, to provide safety data sheet management system and chemical inventory services, in an estimated amount of \$320,000, with three 12-month extension options in an estimated amount of \$160,000 per extension option, for a total contract amount not to exceed \$800,000. This is a multi-department contract. Austin Water's requested authorization is \$265,000.</p>	
AMOUNT AND SOURCE OF FUNDING	
<p>Funding in the amount of \$26,500 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Water. Funding for the remaining 18 months of the original contract period and extension options are contingent upon available funding in future budgets.</p>	
Purchasing Language:	<p>The Purchasing Office issued a Request for Proposals (RFP) JRD0315 for these services on November 7, 2016 and it closed on December 1, 2016 with four offers received. The recommended offer is the best evaluated offer submitted by a responsible offeror. Additional information on the solicitation is included below the line. The recommended offeror is the current provider for these services.</p>
Prior Council Action:	N/A
For More Information:	Jonathan Dalchau, 512-974-2938; David Gaines, 512-972-1715
Boards and Commission Action:	March 8, 2017- To be reviewed by the Water and Wastewater Commission.
MBE/WBE:	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.</p>

The contract will provide the City access to a web-based safety data sheets (SDS, formerly known as material safety data sheet (MSDS)) management system and chemical inventory services for hazardous materials and chemicals. A SDS is a standardized way of communicating the identification, composition, handling, properties, and emergency control measures for hazardous chemicals stored in the workplace. The management system will provide the City the ability to access identified SDSs, monitor, and develop reports for chemicals located in City facilities. Under chemical inventory services, the contractor will identify and collect information on the chemicals located in City facilities. Access to this data will keep the City in compliance with various federal, state and local regulations.

The Environmental Protection Agency (EPA) requires public employers to comply with parts of the Occupational Safety Health Act (OSHA) Hazard Communication standard and the EPA Risk Management Plan, which requires employers to keep their workplace free of recognized hazards. OSHA standards are rules that describe the methods that employers must use to protect their employees from hazards. Congress enacted the Emergency Planning and Community Right-to-Know Act or EPCRA in 1986 to establish requirements for federal, state and local governments, tribes, and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. The 2003 International Fire Code, as locally amended by the City of Austin, requires that businesses storing or using hazardous materials above-ground obtain a permit. This requirement allows the Austin Fire Department to track potential hazards and inform responding firefighters about specific chemical hazards at a certain location. All of these regulations require an inventory by location and updated SDS information, which this system will provide.

This system will streamline data collection, report creation and permit submittals, and provide crucial multi-user access to all City departments. In addition, the contract will provide technical assistance and training, if requested by City users.

The contracts providing SDS services to Austin Water and Fleet departments will expire on April 12, 2017 with average yearly spends of \$41,406 and \$17,670 respectively for each department. The contract providing services to Austin Energy will expire on June 18, 2017 with an average yearly spend of \$17,332. The estimated quantities on this solicitation increased to account for additional departments to join this contract to improve their safety programs.

An evaluation team with expertise in this area evaluated the offers and scored Safetec Compliance Systems, Inc. as the best to provide these services based on the system concept and proposed solution, business organization and project management structure, experience and qualifications, and local business presence.

This request allows for the development of a contract with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so Council may select another qualified offeror and authorize contract negotiations with this provider.

If a contract is not secured, the City will not have an avenue to efficiently collect, maintain, and report chemical hazard requirements to be in compliance with federal,

state, and local regulations.

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

SAFETEC COMPLIANCE SYSTEMS, INC.				
	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	24	\$320,000	n/a	n/a
Extension Option 1	12	\$160,000	n/a	n/a
Extension Option 2	12	\$160,000	n/a	n/a
Extension Option 3	12	\$160,000	n/a	n/a
TOTAL	60	\$800,000	\$-	\$-

RFP EVALUATION MATRIX
SAFETY DATA SHEET MANAGEMENT SYSTEM AND CHEMICAL INVENTORY SERVICES
RFP JRD0315

EVALUATION FACTORS	# Possible Points	SafeTec Compliance Systems, Inc.	MSDSonline, Inc.	Kelleher, Helmrich & Associates, Inc.	Baer Engineering and Environmental Consulting, Inc.
SYSTEM CONCEPT & PROPOSED SOLUTIONS	30	26	20	15	8
BUSINESS ORGANIZATION & PROJECT MANAGEMENT STRUCTURE	20	17	14	7	10
EXPERIENCE & QUALIFICATIONS	20	18	16	10	5
TOTAL EVALUATED COST	20	8	12	20	9
LOCAL BUSINESS PRESENCE	10	0	0	2	10
Total	100	69	62	54	42

NOTE: As per Section 252.049 of the local government code, contents of a proposal shall remain confidential until a contract is awarded. Therefore, the matrix will include points awarded for price but exact pricing will not be disclosed.