



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: July 20, 2022

ITEM:

- 6. Recommendations from Staff
 - a. Motion – Approving a Proposal from Occupational Safety Consultants for Lock-Out Tag-Out Services at AC Ward

FINANCIAL IMPACT:

The cost of these services, \$13,275.00, will be taken from Consulting Fees – Safety (Accounts 17040-021 and 17040-051). \$25,000 was budgeted for this work. \$11,925 was previously expended in 2022. With the approval of this proposal, Lock-Out Tag-Out (LOTO) will be \$200 over budget for 2022. The overage will be covered with unallocated 2022 safety funds.

Complete Off-site LOTO	\$11,925 (completed earlier this year)
AC Ward LOTO	\$13,275 (this action)
<u>Total</u>	<u>\$25,200</u>

SUMMARY:

Occupational Safety Consultants (OSC) is our current consultant for safety consulting. In that capacity, they have performed a safety audit of the AC Ward Treatment Plant and provide instruction for monthly safety meetings.

OSC has been working on updating our LOTO sheets since 2020. OSC completed off-site LOTO work earlier this year. This action will begin LOTO work on the A.C. Ward site. Work will begin with buildings 2, 3, and the solids contact units.

BACKGROUND:

LOTO procedures are an important part of the Water Works Safety Program. Over the years, facilities have been added and equipment has been replaced leaving these procedures incomplete.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To concur with the recommendation of the Staff and Approve a Proposal from Occupational Safety Consultants for Lock-Out Tag-Out Services at Various Water Works Facilities.

Prepared by: William J. Mabuce

Approved for Content by: Clara Murphy

Estimate

DATE: June 2022

To: West Des Moines Water Works
 1505 Railroad Ave
 West Des Moines, IA 50265

Attention: **Bill Mabuce**

CONSULTANT	P.O. NUMBER	DATE OF SERVICE	TERMS
Colby		2022 / 2023	

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	LOTO Procedure estimate		
6	2MG Tank, 1MG Tank, Clearwell, CO2 tank		\$1,350
16	Building 7, bulk water vendor, gate		\$3,600
13	Building 6 and dewatering tank		\$2,925
12	Building 2 and solids contact units		\$2,700
47	Building 3		\$10,575

Pricing includes travel time, onsite work, LOTO creation, printing and laminating of each procedure, creation of a linked index and digital copies of all LOTO files.

This estimate approximates the number of LOTO Procedures that will need created to complete this project. The total number may change while performing work onsite if additional equipment is identified. an estimate will be provided.

SUBTOTAL	\$21,150
SALES TAX	N/A
TOTAL DUE	\$21,150

Accepted By:

Accepted Date:

Please make all checks payable to: **OCCUPATIONAL SAFETY CONSULTANTS**

\$13,275

If you have any questions concerning this estimate, please call: **402-672-2588**

THANK YOU!