

APPROVED
10-04-2016
**BOARD OF RECREATION
AND PARK COMMISSIONERS**

BOARD REPORT

NO. 16-218

DATE October 04, 2016

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

**SUBJECT: PUMPING SYSTEM SERVICES – CHARTER SECTION 1022 DETERMINATION
RELATIVE TO THE AWARD OF MULTI W SYSTEMS, INC. THROUGH THE
DEPARTMENT OF GENERAL SERVICES**

AP Diaz	_____	V. Israel	_____
R. Barajas	_____	K. Regan	_____
H. Fujita	_____	*N. Williams	<u>NDW</u>



General Manager

Approved ✓ Disapproved _____ Withdrawn _____

RECOMMENDATIONS

Find, in accordance with Charter Section 1022, that the City does not have personnel available in its employment who have sufficient time and expertise to undertake these specialized professional tasks and that it is more economical and feasible to secure these services by contract.

SUMMARY

The Department of General Services, Supply Services Division (GSD) has recently received bids for providing and installing various pump systems and made a determination of the lowest responsive/responsible bidder. This Contract is a Citywide contract that can be used by any City Department. Because there is a labor component to this Contract, a Charter Section 1022 determination is required. The Department of Recreation and Parks (RAP) will be the largest user of this Contract. As a result, RAP and GSD are working together to process the Charter Section 1022 determination requirements for this Contract.

RAP Staff has completed the Charter Section 1022 determination process and as a result has determined through the Departmental outreach process that no City Department can provide the expert installation services required for this Contract.

The following is a brief description of equipment and services that will be provided under the Multi-W contract awarded under this Citywide Contract.

- Domestic water and sewage pumps, to be used for pumping water up from lower parking levels of City Hall garage to drains at street level, and for pumping water up from water supply lines to upper floors of any building two stories or higher. The domestic water pumps are critical for maintaining water pressure in the water supply lines so that there is sufficient water pressure for faucets and water closets to operate properly for the health and safety of building occupants, and to maintain sanitary conditions.

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- Fire pumps, which require constant water pressure for standby readiness in case of emergency, and testing and maintaining fire/life safety systems for the health and safety of building occupants and visiting members of the public.
- Sewage pumps, whose piping is designed to run sewage to the basement, and sewer pumps that are essential for pumping the sewage back up, against the force of gravity, from the basement level to sewer lines at street level.
- Pumps for water tables so that buildings are not flooded.

CHARTER SECTION 1022 DETERMINATION

On August 19, 2016, The Personnel Department completed a Charter Section 1022 Review (Attachment 1) and determined that the following Departments: Airports, Fire, General Services, Harbor, Police, Public Works Sanitation, Public Works Street Lighting, Public Works Street Services, Recreation and Parks, Transportation, Water and Power, and Zoo had the following classifications that could perform the proposed work: Mechanical Repairer, Mechanical Repairer Supervisor, Instrument Mechanic and Mechanical Helper.

However, based on the responses provided by the Departments' contacts, or lack thereof, the aforementioned Departments do not have sufficient staff for projects requiring the layout, installation, maintenance and/or repair of pumping systems and controllers for domestic water pumps serving high rise buildings and any building two stories or higher.

FINANCIAL IMPACT STATEMENT

Making this Charter Section 1022 Finding has no impact on RAP's General Fund.

This Report was prepared by Jacqueline Lopez, Management Assistant, Finance Division.

LIST OF ATTACHMENT(S)

- 1) 1022 Personnel Review Report

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. **Contacts**

Department: Frank Avila Phone No. 213-216-8202 Fax No.
 CAO: Jay Shin Phone No. 213-473-7559 Fax No.

3. Work to be performed:

The Department of Recreation and Parks is seeking a contractor to perform layout installation and maintenance and repair of pumping systems and controllers for domestic water pumps, serving high rise buildings and any building two stories or higher, to provide sufficient water pressure for City facilities.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 5 years

Proposed Start Date: ASAP

6. Proposed cost of contract (if known): \$Unknown

7. Name of proposed contractor: Multi W Systems

8. Unique or special qualifications required to perform the work:

The contractors must have expertise in pumping systems and controllers and low and high voltage.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

Classification	Departments	List Expires
Mechanical Repairer	Airports, DWP, Fire, General Services, Police, PW Sanitation, PW Street Services, Rec and Parks, Transportation, Zoo	6/23/18
Mechanical Repairer Supervisor	Airports, Rec and Parks, Transportation	No list
Instrument Mechanic	Airports, DWP, PW Sanitation	2/2/17
Mechanical Helper	Airports, DWP, Fire, Harbor, Police, PW Sanitation, PW Street Lighting, PW Street Services, Rec and Parks, Transportation	12/13/16

If yes,

a. Which class(es) and Department(s): See above

b. Is there sufficient Department staff available to perform the work? Yes No

c. Is there a current eligible list for the class(es)? Yes No Expiration Date See above

d. Estimated time to fill position(s) through CSC process? Unknown

- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- f. Are there City employees currently performing the work? Yes No

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

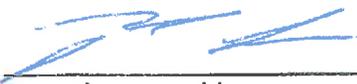
The Department of Recreation and Parks (RAP) is seeking a contractor for their water pumping systems and controllers. Although City staff could perform the work, RAP indicates that they are understaffed and they would need additional training on instrumentation and controller trouble shooting and repair, so they are unable to perform the work.


Submitted by

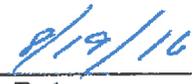
Dominique Camaj
Sr. Personnel Analyst I

Reviewed by
Don Harrahill

Sr. Personnel Analyst II


Approved by
Raul Lemus

Chief Personnel Analyst


Date