



**CITY OF
BROKEN ARROW, OK**

**LOCKOUT/TAGOUT (LOTO)
WRITTEN PROCEDURE
DEVELOPMENT SERVICES**

**FIXED PRICE PROPOSAL
100.1**

DATE OF ISSUE: 04-15-2026

PRESENTED TO: City of Broken Arrow, OK

PROPOSED BY: LOTO Lighthouse
King of Prussia, PA
JayM@LOTOLighthouse.com



Date: 04-15-2026
 Quotation #: 260415_100

We are pleased to submit the following proposal for Lockout/Tagout Program services to **City of Broken Arrow, OK**. Pricing for this quotation:

Line Item	Customer Requested Scope	Price Estimate
1	<ul style="list-style-type: none"> Initial Facility / Equipment Assessment Equipment Inventory Verification Development of Individual LOTO Procedures Field Verification / Validation of Procedures Electronic Formatting / Final Deliverable Preparation On-Site Consultation / Meetings 	<p>~\$15,000.00*</p> <p>(Estimating 50 machines)</p>

* Procedures will be provided to Customer for an all-inclusive price of \$300 per equipment. The total price will be modified based on actual count to be verified on-site. This price assumes one on-site trip with remote delivery of all deliverables.

Line Item	Additional Optional Items	Customer Price	Unit of Measure
1	Additional Site Visits Beyond Scope	\$5,000	Per Visit
2	Emergency / Rush Turnaround Services	\$225	Per Hour
3	Additional Services Requested by City Beyond Included Scope	\$150	Per Hour
4	Employee Training / LOTO Procedure Rollout Assistance	\$150	Per Hour

Please note the following items in reference to this proposal:

- Quote expires 90 days from date of issue
- Invoicing terms are Net 30 days
- All prices are in USD
- Services to be invoiced 50/50 - 50% of initial estimate will be invoiced upon project acceptance and balance of cost (based on actual equipment) will be invoiced upon project completion
- Customer may request modified invoicing terms, per LOTO Lighthouse approval

Please Issue Purchase Order to: LOTO Lighthouse
 Ref: Quote # 260415_100
 Email P.O. to JayM@LOTOLighthouse.com



Customer Bid Requirements

Cover Letter

LOTO Lighthouse is a lockout/tagout safety consulting firm specializing in OSHA compliance and employee safety. We are located in Philadelphia, PA and conduct projects all over the country. Our mission is to create a safer work environment for as many people in the United States workforce as possible. We have over 10 years of experience specifically in the lockout/tagout regulation (1910.147). Jay Mathew will be the primary contact person for this project. He is an industry expert from both the safety and lockout tagout side, as well as on the project management side.

Jay Mathew

CEO of LOTO Lighthouse

Background Information

LOTO Lighthouse is a safety consulting firm located in Philadelphia, PA. The project team consists of Jay Mathew, who is both the Subject Matter Expert (SME) and the Project Manager (PM).

SME - He has a background in electrical and computer engineering from Drexel University and over a decade of experience in specifically lockout/tagout, both implementing and auditing programs in various industries across the county. Industry experience consists of, but is not limited to, manufacturing, distribution, pharmaceutical, automotive, hospital, administrative, water treatment, refineries, and food & beverage. He is both OSHA 30 and TUV 0 certified.

PM – He also carries LEAN Yellow Belt and Bronze Certifications, and is currently working on his PMP. He has managed hundreds of projects across the past 10 years, many involving various custom requests, complex industries, and multi-site corporate customers, requiring a significant amount of coordination, communication, and finesse.

LOTO Procedure Tools/Services

LOTO Lighthouse specializes in developing clear and concise graphical equipment-specific procedures that exceed OSHA compliance requirements. These procedures are provided in both PDF and Excel format, to allow for easy future end user modification, as needed. We can use a Word template, if Customer prefers, but we do strongly recommend our user-friendly Excel template.



LOTO Lighthouse Sample Procedure:

LOCKOUT/TAGOUT PROCEDURE OSHA CFR 1910.147		Developed by: LOTO Lighthouse	
Equipment: Frame Welder		Equipment #: N/A	
Location: Sample	Area: Assembly	Revision: 0	Date: N/A
		Draw Date:	8/16/2024

<p>4 Isolation Points to be Locked and Tagged</p>	CAUTION
Pinch points. Take precautions and wear proper PPE when servicing. Shut down adjacent equipment prior to servicing machine.	

Please contact EHS or management for digital procedure or audit records.

East Side View

East Side View

South Side View

REFERENCE MACHINE SHUTDOWN STEPS BEFORE LOCKING OUT					
ID	Source	Device	Location	Method	Check
E-1	Electrical 480V	Padlock	Isolation point on East side of unit.	Move electrical disconnect to off. Lock out.	Attempt restart at all Control Panels.
P-1	Air Inlet - 80 PSI	Padlock	Isolation point on East side of unit.	Turn valve to closed position. Lock out.	Visually verify zero pressure status.
W-1	Chilled Water Inlet - 40 PSI	Ball valve device	Isolation point on East side of unit.	Turn valve to closed position. Lock out.	Visually verify zero pressure status.
W-2	Chilled Water Outlet - 40 PSI	Ball valve device	Isolation point on East side of unit.	Turn valve to closed position. Lock out.	Visually verify zero pressure status.
	Thermal Energy 1000 F		Be sure to wait until unit reaches a safe temperature before servicing. Wear proper PPE before beginning work.		
	Kinetic Energy 100 RPM		Be sure to wait until all moving parts have come to a complete stop. If necessary, use a block or chain to prevent equipment from moving while servicing.		

OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT
Any machine modifications must be shown in procedure. Contact safety department to update procedure.

Page 1 of 1
Sample - Assembly - Frame Welder

Project Methodology/Process:

1. Obtain all information available from Customer (existing files, addresses of locations, etc).
2. Review all provided information to develop a thorough understanding of the project and Customer.
3. Create an project plan to propose to Customer with preferred project process, suggested on-site dates, and estimated project progress that all align with Customer’s draft deadline of June 1st.
4. During the site visit, we prefer to do an initial walkthrough to obtain a general understanding of the layout, location of primary disconnects, and overall facility flow. An inventory of all existing equipment will be documented at this time.



5. The on-site assessment is then conducted from one end of the facility to the other, assessing and documenting every machine along the way. Notes and pictures are taken on the spot for new procedure development. Procedures are later developed off-site.
6. Notes and pictures for ~40 machines may be collected during one on-site day. This number is simply being shared to provide a general idea. It is dependent on many variables, such as facility layout, area access, equipment complexity, and location of energy isolation points.
7. Equipment is assessed by viewing all inputs and outputs on a machine to identify and record all hazardous energy sources. These sources are then traced to identify and record the energy isolation point. This process, combined with years of equipment knowledge, ensures complete accuracy, so that no energy sources are missed.
8. On-site consultant is both a safety and equipment knowledge expert. However, there may be times where Customer's equipment/maintenance subject matter expert (SME) is needed to answer questions regarding location of energy sources. For example, if conduit or piping is traced into a wall with no additional labeling. An escort is not needed at all times. LOTO Lighthouse can schedule time with the SME to address all questions at once, if needed.
9. Remotely, all the data is compiled and utilized for procedure development. Procedures are developed in LOTO Lighthouse's Microsoft Excel template. This allows for standardization, consistency, and clarity across all procedures. The procedures are then reviewed a second time as a quality check.
10. All drafts are shared with the Customer prior to any finalizations, allowing for feedback.
11. Upon receiving additional feedback from Customer, final updates are made to deliverables and handed over.

Project Duration

LOTO Lighthouse estimates 2 on-site days to collect data and pictures necessary to create an equipment inventory list and develop all LOTO procedures required for both Customer locations listed below:

- City Hall - 220 S. First Street, Broken Arrow, OK
- Field Operations Center - 2300 South 1st Place, Broken Arrow, OK

Based on current availability at the time of this proposal, LOTO Lighthouse can come on-site the week of 5/25.

The on-site visit will be followed by remote time to compile the data and pictures collected on-site to create the inventory list and develop all of the procedures. If LOTO Lighthouse comes on-site the week of 5/25, we will guarantee that draft procedures are digitally delivered to the Customer by 6/1.



Project Pricing

LOTO Lighthouse is providing Customer with an all-inclusive rate of \$300 per equipment for the requested scope of this project – an inventory list of all equipment and an equipment specific lockout/tagout procedure for each machine. There will not be any additional fees for travel time, expenses, etc. If Customer would like employee training, policy support, future audits, or any additional scope beyond what was requested in the RFP, we can provide additional pricing upon request.

References

Previous project experience spreads across a multitude of industries over the past 10+ years. These projects included new procedure scope as well as audit scopes. Contract sizes have varied from \$10,000 to \$1 mil+ for multi-site corporate projects. A few previous client contacts have been shared below:

City of Columbus, OH (2026)

LOTO Audit & New Procedure Creation

Valarie LaRose

vjarose@columbus.gov

614-645-3194

PCC Airfoils, OH (2025)

LOTO Audit & New Procedure Creation

Tyler Stovcsik

Tyler.stovcsik@pccairfoils.com

440-364-2657

Aqua America, PA (2019)

LOTO Audit & New Procedure Creation

Terry Lyons

jtlyons@aquaamerica.com

610-543-3898



Dart Container, PA (2022)

New LOTO Procedure Creation

Ignazio Sabella

gnazio.Sabella@dart.biz

717-656-6493

Schuetz, PA (2024)

New LOTO Procedure Creation

Tara Frask

Tara.Frask@schuetz.net

(570) 900-2677 ext 2305

Bimbo Bakeries, FL (2025)

LOTO Audit & New Procedure Creation

Adrian Ciulei

Adrian.Ciulei@grupobimbo.com

561-927-6171

Pfizer, TX (2021)

New LOTO Procedure Creation

Dustin Upchurch

dustin.upchurch@pfizer.com

512-773-8017



Customer Responsibilities

Single Point of Contact

Customer will provide a single point of contact to LOTO Lighthouse to serve as the primary party responsible for agreement administration and communication. This person will be the primary contact for the scheduling of any applicable visits or onsite engagements and should have a working knowledge of Customer’s machinery and their process.

Maintenance, Electrical, and Operations Staff

Customer will provide personnel knowledgeable in the process, operation and system installation to assist the LOTO Lighthouse Consultant(s) as needed during onsite visit(s).

Access to the System

Customer will make the process and systems available to LOTO Lighthouse during mutually agreed upon scheduled service engagements for the purpose of implementing the services as described in this service agreement.

Picture Policy

Customer agrees that LOTO Lighthouse will be able to take photographs and record video images of the equipment for use during the safety services process and inclusion in the any report documentation.

Additional Terms

This proposal utilizes the Standard Rate Category**

Rate Category	Rate Category Description
Standard	Applies to all labor provided Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m. local time (excluding LOTO Lighthouse observed holidays), up to eight hours per day. First 8 (eight) hours per day.
Overtime	Charged at 1.5x the Standard Rate. Applies to all labor provided beyond eight hours per day, Monday through Friday, to labor provided between 6:00 p.m. and 7:00 a.m., Monday through Friday, and all day Saturday.
Premium	Charged at 2.0x the Standard Rate. Applies to all labor provided on Sundays and Holidays (as recognized by LOTO Lighthouse).
Emergency	Applies to all service requested and delivered within 48 hours of contact with LOTO Lighthouse

Expenses

EXPENSES WHEN INCLUDED IN FIXED PRICE PROPOSALS: Travel / Living expenses and travel time to and from the jobsite are included in the price as related to the scope of work defined.



Out of Scope Activity

WAITING TIME: Non-working time spent waiting at the Customer's request or due to circumstances beyond LOTO Lighthouse's control due to job site conditions. It will be invoiced at the rate schedule that is applicable for the time of day and day of the service.

STAND BY TIME: Under this proposal stand-by time is not included in the Scope of Work. Stand-by time is defined as time spent onsite waiting for completion of any Customer site activities of the proposed project. This includes, but is not limited to, waiting for correction of construction, installation, and wiring errors, and other delays beyond the control of, or not within LOTO Lighthouse's specific scope of work. It will be invoiced at the rate schedule that is applicable for the time of day and day of the service.

SCHEDULE CHANGES: Additional travel time and travel and living expenses due to Customer changes in work schedule and/or scope will be billed at cost plus 10%, and additional travel time will be billed at the Safety Consulting Service Travel Rate. If the Customer changes the onsite dates after travel arrangements have been made, additional change fee/s may apply.

EXPEDITED: If service is requested and executed within 48 hours of contact with LOTO Lighthouse, additional fees may apply.

Clarifications

The following clarifications have been made by LOTO Lighthouse in the development of this Statement of Work:

Reference	Clarifications
C1	Documentation. All project and system documentation will be in English and furnished in electronic format unless otherwise stated. Translation into other languages is not included in this Statement of Work.
C2	Customer Specific Requirements. This proposal does not include Customer specific requirements or onsite activities such as Customer or site specific safety training, background checks, international work visas, and copies of expense receipts. LOTO Lighthouse must be made aware of any such requirements prior to contract award. Costs for associated time and expenses incurred while complying with such requirements will be at Customer expense.
C3	Working Hours. Standard LOTO Lighthouse working hours are Monday through Friday, 7am to 6pm. Any hours outside of these Standard working hours will be billed as follows: <ul style="list-style-type: none">• 1.5 Times Standard Rate - Saturdays and any hours exceeding (8) on a weekday• 2.0 Times Standard Rate - Sunday hours and holidays.
C4	Quoted price includes all associated expenses and engineering time. Project fees, bonds, licenses, duties, taxes and tariffs are not included.



C5	Services include up to the total quantity of pages listed in the scope for procedure. One procedure page may fit up to 7 sources of energy or 3 pictures.
C6	Additional scope can be completed by LOTO Lighthouse upon Customer acknowledgement of any scope changes and LOTO Lighthouse receipt of corresponding Customer payment.
C7	LOTO Lighthouse Consultant will only complete procedure development for Customer equipment that is in full operating condition. It is outside of the scope of this proposal to make complete observations and gather data if the machine/system is a concept only (not built), under construction (not completed) or fully constructed but not in operating condition. All equipment to be covered in the statement of work needs to be in operating condition by no later than the first onsite date. If equipment does not meet this criteria, a procedure will not be developed unless Customer chooses to add additional onsite return trip(s) to the project. Additional trips priced separately.
C8	Scope covers one "Site", defined as one location address (contained within a radius of 2 city blocks)
C9	<p>Infectious Disease Planning. LOTO Lighthouse is committed to health, safety, and doing all we can to maintain a high level of service for our customers. We are committed to communicating with you about the impact that an infectious disease and any related governmental restrictions may have on the deployment of our personnel and delivery of the project and truly appreciate your cooperation and understanding.</p> <p>In submitting payment, you acknowledge and agree that LOTO Lighthouse will be excused from performance, or delay in performance, of its obligations under this purchase order, regardless of whether a contract is currently in place governing the parties' relationship, to the extent that LOTO Lighthouse is unable to perform such obligations due to the effects of a known infectious disease affecting LOTO Lighthouse and/or third parties, including, without limitation, logistics and materials suppliers.</p>
C10	FORCE MAJEURE. Neither party will be liable for any loss, damage or delay arising out of its failure (or that of its subcontractors) to perform due to causes beyond its reasonable control, including without limitation, acts of God, acts of civil or military authority, fires, strikes, floods, epidemics, quarantine restrictions, war, riots, acts of terrorism, delays in transportation, or transportation embargoes. In the event of such delay, performance date(s) will be extended as reasonably necessary to compensate for the delay.