SANTA CRUZ COUNTY
BOARD OF SUPERVISORS INDEX SHEET

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--Bid Sheet

Item: 75. APPROVED Request for Proposal for environmental laboratory analytical services for the County Solid Waste and Recycling Division; directed Public Works to distribute Request for Proposals; authorized the Director of Public Works to complete the contractor selection process; and directed Public Works to return on or before June 24, 2003 with a final consultant contract for consideration by the Board, as recommended by the Director of Public Works

County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

APPROVED AND FILED
BOARD OF SUPERVISORS
DATE: 4/29/03
COUNTY OF SANTA CRUZ
SUSAN A. MAURIELLO
EX-OFFICIO CLERK OF THE BOARD
BY _____ DEPUTY

AGENDA: APRIL 29, 2003

April 17, 2003

SANTA CRUZ COUNTY BOARD OF SUPERVISORS
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: REQUEST FOR PROPOSALS FOR ENVIRONMENTAL LABORATORY ANALYTICAL SERVICES FOR THE COUNTY SOLID WASTE AND RECYCLING SECTION

Members of the Board:

Attached for your consideration is a Request for Proposal (RFP) for environmental laboratory analytical services for the County of Santa Cruz Department of Public Works, Solid Waste and Recycling Section. The State of California requires the disposal sites to perform routine monitoring of groundwater, leachate, surface water, storm water, and landfill gas. County staff completes the actual sample collection and then sends the samples to a state certified laboratory for analysis. The current contractor for these services, Sequoia Analytical, has performed these services for the past three years. Although we have been very pleased with its service, department policy requires a new competitive bid process at this time.

The RFP details the County's analytical services requirements and preferences. Responses to the RFP will be reviewed by a panel of department representatives who will rank them by several criteria including experience, qualifications, and pricing. When the panel has made a final selection, contract negotiations will commence with the selected contractor, and a new contract for the 2003/2004 fiscal year service will be brought to your Board for approval.

It is therefore recommended that the Board of Supervisors take the following action:

1. Approve the attached Request for Proposal for environmental laboratory analytical services for the County Solid Waste and Recycling Division.

2. Direct Public Works to begin distribution of the Request for Proposals to the attached proposers list.

3. Authorize the Director of Public Works to complete the contractor selection process.

4. Direct Public Works to return on or before June 24,2003, with a final consultant contract for consideration by your Board.

Yours truly,

For THOMAS L. BOLICH
Director of Public Works

TLB:RPM:mg

Attachment

RECOMMENDED FOR APPROVAL:

County Administrative Officer

Copy to: Public Works

ANYM.WPD

SOLID WASTE AND RECYCLING SERVICES SECTION

REQUEST FOR PROPOSAL
ENVIRONMENTAL LABORATORY SERVICES

I. PROJECT OVERVIEW

The Department of Public Works is requesting proposals for environmental laboratory analytical services for the Solid Waste Division. The proposal will be for sample transport and analytical services only, as County field personnel currently perform all sample collection in house. The County is seeking State certified laboratories to submit their qualifications and experience in performing analytical services for similar clients, as well as detailed pricing.

II. PROPOSER QUALIFICATIONS

The selected laboratory must be certified and registered in the State of California as an environmental testing laboratory as defined in Health and Safety Code, Division 1, Part **2,** Chapter *7.5,* commencing with Section 1010. Experience with and ability to perform in house the type of analysis described in Attachment I is required. The following information should be included in your written proposal along with all requested information in Section V below, as preliminary selection will be based on consideration of all written data delivered to the County:

- Qualifications: Provide a list of employees and subcontractors, along with their qualifications. Attention should be placed upon the staff who would likely assume project management. Include all certifications and accreditation earned by the laboratory as they pertain to the type of analysis required by the County. Of particular interest to the County is the Environmental Laboratory Accreditation/Registration List of Approved Fields of Testing and Analyses, and results of Performance Evaluation samples that may be available.

111. DESCRIPTION OF WORK AND SERVICES

The services to be covered by the contract include:

- Transport County collected groundwater, surface water, storm water, leachate, condensate, landfill gas, latex paint and miscellaneous water and soil samples from the County's Buena Vista landfill in Watsonville to the selected laboratory for analysis on a monthly and/or as required basis (approximately 16 trips annually).

- Furnish and deliver all containers, preservatives, and quality control blanks as needed to County sampling personnel.

- Deliver analytical data on a maximum two week turn-around (10 working days) time frame with the ability to expedite quicker turn-around on **an** as required basis.

- Dedicate a project manager who will be directly responsible for the management of the contract, and who is the primary laboratory contact for County Engineering and field staff. A person with previous experience managing similar contracts is desired.

- Perform analysis on groundwater, surface water, leachate, condensate, and soil samples for parameters including, but not limited to those listed in Attachment I.

- Analytical Methods. Sample storage and analysis are to be performed according to the most recent version of Standard USEPA Methods. If methods other than USEPA approved methods or Standard Methods are used, the exact methodology must be submitted to the County for review and must be approved by the County prior to use.

- Quality Assurance/Quality Control. Method Detection Limits (MDL) and Practical Quantitation Limits (PQL) shall reflect the detection and quantitation capabilities of the specific analytical procedure and equipment used by the laboratory, rather than simply being quoted from the USEPA analytical methods manuals. If the laboratory suspects that as a result of a change in matrix or other effects, the true detection limit or quantitation limit for a particular analytical run differs significantly from the laboratory-derived MDLPQL values, the results shall be noted and reported, along with an estimate of the detection limit and quantitation limit actually achieved. The MDL is to be calculated such that it represents a concentration associated with a **99%** reliability of a non-zero result. All sample results are to be reported unadjusted for blank results or spike recovery.

- Reporting. Reports will be considered on time if supplied to appropriate County staff either verbally, via Fax or E-mail, or through the mail. All unknown chromatographic peaks shall be reported, along with an estimate of the concentration of the unknown analyte. When unknown peaks are encountered, second column or second method confirmation procedures shall be performed to attempt to identify and more accurately quantify the unknown analyte.

- All QA/QC data is to be reported along with the sample results to which it applies, including the method, equipment, and analytical detection limits (MDLPQL, etc). Also include the recovery rates of the matrix spike, an explanation for any matrix spike recovery rate that is less than 80%, the results of equipment and method blanks, and the results of spiked and surrogate sample. The report also needs to detail the frequency of quality control analysis and the name and qualifications of the person(s) performing the analysis.

111. PROJECT SCHEDULE

Services covered by this proposal will commence on July 1,2003 and extend through June 30,2004. This agreement may be extended for two additional one-year terms upon mutual agreement by both parties.

IV. PROPOSAL REQUIREMENTS

Several qualified laboratories have been selected to submit written proposals for the previously mentioned laboratory services. The proposal process will be used to assess the selected laboratory's experience, qualifications, quality control, and pricing. All written proposals will be reviewed and rated by a panel of selected departmental representatives. Once the review of the written proposals are complete, County staff may at its discretion perform a field audit and interview of the finalist who will be given the opportunity to demonstrate their qualifications and facilities, and introduce pertinent staff. Contract negotiations will commence after the most qualified laboratory is selected.

The following information should be included in your written proposal along with all requested information in Section II above, as preliminary selection will be based on consideration of all written data delivered to the County:

- Pricing: Submit standard and volume discount pricing in the space provided in Appendix I, as well as costs associated with the items listed in Appendix 1A. Price is not the sole laboratory selection criteria, but is a weighed part of the selection process. Please also include standard fee schedule as well as a premium pricing schedule for accelerated turn around times.

- Equipment: Provide a general laboratory description including a detailed list of all relevant equipment, including manufacturer, model, multi-sample capacity, and number of individual machines.

- Experience and References: Briefly describe clients similar to the County who have been served by the laboratory in the last three years, and provide a list of at least 5 of these clients (including contact information) with contracts of between $50,000 and $150,000.

- Quality Control: Summarize your quality control/quality assurance program including qualifications of QA/QC manager, frequency of laboratory quality control measures (duplicates, spikes, etc), and submit examples of QNQC reports.

- Laboratory Error Policies: Provide your laboratory's standard policy for handling laboratory errors including preparation of letter of explanation, compensation for cost incurred by client, re-analysis, and expedited turn around time for re-sampling.

VI. SELECTION CRITERIA

All proposals received will be reviewed by a selection committee, and will be ranked on the following criteria:

- Pricing
- Understanding the proposed services
- Ability to analyze, process and report on environmental samples submitted by County as outlined in the attachments
- Consultant qualifications and experience

- Ability to meet County insurance requirements and acceptance of the County's Independent Contractor Agreement provisions included in the attached sample Independent Contractor Agreement.

V. SUBMITTAL REQUIREMENTS AND INFORMATION

To be considered, **three (3) copies** of your proposal must be received in the Santa Cruz County Public Works Department, 701 Ocean Street, Room 410, Santa Cruz, CA 95060, **no later than 5:00 p.m. on Monday, May 19,2003.** Interviews and facility visits (if needed) to the top three finalists will be scheduled after review of the written proposals is complete, in approximately three weeks.

If you have any questions concerning this Request for Proposal, please contact Kasey Kolassa, Environmental Programs Coordinator, at (831) 763-3113.

ATTACHMENT I - BID SHEET AND APPROXIMATE ANNUAL ANALYTICAL REQUIREMENTS

ANALYSIS	EPA METHOD	EST. ANNUAL REQUIREMENT	STANDARD PRICE (EACH)	DISCOUNT PRICE (EACH)
VOLATILE ORGANICS	8260	126		
GCMS VOC'S IN AIR	TO-14	13		
GCMS VOC'S IN AIR	TO-12	12		
PHENOLS	420.1	1		
OIL AND GREASE	413.2	24		
TOTAL SUSPENDED SOLIDS	160.2	18		
TOTAL SETTABLE SOLIDS	160.5	6		
TOTAL DISSOLVED SOLIDS	160.1	120		
COLOR	110.2	18		
TURBIDITY	181.1	1		
CHLORIDE	300	146		
NITRATE AS NITROGEN	300	120		
TOTAL KJELDAHL NITROGEN	351.4	8		
SULFATE	300	120		
SULFIDE	376.2	5		
BIOCHEMICAL OXYGEN DEMAND	405.1	5		
CHEMICAL OXYGEN DEMAND	410.4	120		
PERCENT MOISTURE	160.3	5		
CAM 17 METALS	6010	10		
ARSENIC	200.7	15		
CADMIUM	200.7	24		
CHROMIUM	200.7	70		
COPPER	200.7	15		
CYANIDE	335.2	5		
IRON	200.7	112		

ATTACHMENT I - 'BID SHEET AND APPROXIMATE ANNUAL ANALYTICAL REQUIREMENTS

ANALYSIS	EPA METHOD	EST. ANNUAL REQUIREMENT	STANDARD PRICE (EACH)	DISCOUNT PRICE (EACH)
LEAD	239.2	15		
MANGANESE	200.7	122		
MERCURY	245.1	15		
NICKEL	200.7	15		
SILVER	200.7	15		
SODIUM	200.7	144		
THALLIUM	200.7	15		
TIN	200.7	15		
ZINC	200.7	15		
CHLORINATED PESTICIDES	8081	5		
POLYCHLORINATED BIPHENYLS	8082	5		
CHLORINATED HERBICIDES	8151	5		
SEMI-VOLATILE ORGANICS	8270	5 1		
STANDARD RATE SHEET	VARIOUS	-		%

ATTACHMENT I - BID SHEET AND APPROXIMATE ANNUAL ANALYTICAL REQUIREMENTS

PLEASE INDICATE IN THE SPACE PROVIDED IF THERE WILL BE A COST ASSOCIATED WITH THE ITEMS LISTED BELOW

TEM	PRICING AND COMMENTS
AMPLE CONTAINERS NCLUDING BLANKS AND RESERVATIVES	
RANSPORTATION AND ELIVERY OF SAMPLES AND SAMPLE CONTAINERS	
UALITY ASSURANCE / QUALITY ONTROL ANALYTICAL ND REPORTING	
OST OF SAMPLE DISPOSAL	
THER COSTS NOT ADDRESSED Y REQUEST FOR PROPOSAL	

ENVIRONMENTAL LABORATORY ANALYTICAL SERVICES
RFP MAILING LIST

CURTIS AND TOMPKINS, LTD.
2323 FIFTH STREET
BERKELEY, CA 94710
(510) 486-0900 FAX (510) 486-0532

SEQUOIA ANALYTICAL
1455 MCDOWELL BLVD. NORTH SUITE D
PETALUMA, CA 94954
(707) 792-1865 FAX (707) 792-0342
ATTN: DAVE VELASQUEZ

TOX SCAN, INC.
42 HANGER WAY
WATSONVILLE, CA 95076
(408) 724-4522 FAX (408) 724-3188
ATTN: DR. PHILLIP D. CARPENTER

ENTECH ANALYTICAL LABS, INC.
3334 VICTOR COURT
SANTA CLARA, CA 95054
(408) 588-0200

STL SACRAMENTO
880 RIVERSIDE PARKWAY
WEST SACRAMENTO, CA 95605
(916) 373-5600

CREEK ENVIRONMENTAL LABORATORY
141 SUBURBAN ROAD, SUITE C-5
SAN LUIS OBISPO, CA 93401
(805) 545-9838

CALTEST ANALYTICAL LABORATORY
1885 NORTH KELLY ROAD
NAPA, CA 94558
(707) 258-4000