

QUESTIONS AND ANSWERS

Water Department Laboratory Services in City of Vallejo

1. Can you clarify on the NELAC/ELAP?

Valid CA ELAP certification is acceptable.

2. With all of the required information, the RFP can be hundreds of pages long. Is there a page number cutoff?

Please include all information that has been requested that is applicable to your laboratory. If not applicable, please note ensuring that the proposal is complete.

3. How often has the City utilized the 24/7 contact on holiday's, weekends or emergencies?

After hour services are usually utilized at a minimum but are still potentially needed. If your laboratory is not capable of meeting these requirements please note that. If its analyte specific, please note that too.

4. 4 hour window for emergencies, is there room to negotiate here?

If the 4 hour window is problematic please note that. If its analyte specific, please note that too.

5. What is meant by Chain of Customer standard operating procedures?

"Chain of Customer" is a mistake. It should read "Chain of Custody standard operating procedure"

6. Opinion services? Can you expand?

Opinion services – That was an error in the document as well. Disregard

7. Description of analytical methods? They are EPA/STDM approved, we follow the methods

EPA/STDM are appropriate descriptions. We are ensuring that they are drinking water approved methods.

8. All analytical parameters must be bid on in order to be complete?

No. We did our best to bracket analysis in core items sampling price list. Bidding on partial "Core items: Sample pricing list" is acceptable.

9. Can approved, alternate methods be used?

No in house methods will be accepted.

10. Some methods require longer than 2 weeks to perform; how has the City dealt with this in the past?

Standard turnaround time for the method is acceptable.

11. Define DBP's by IC

Sampling Price list 8- Bromide specifically (DBPs by 300.0).

Sample Price List 9- Anions/DBPs by IC would include; chloride, phosphate, sulfate, nitrate, nitrite, bromide

12. Which lab/laboratories are the incumbent for this contract?

We have used Eurofins and Caltest FY16-17

13. Please provide the current contractual fee schedules for all incumbent laboratories.

We do not have one and looking to establish this through this process.

14. What was the total amount spent on contract laboratories during the last full fiscal year?

Fiscal 16-17 was ~\$20k

15. *The City expects emergency deliveries to occur within four hours of order placement and may be required during evenings, weekends, and holidays.*

How many emergency container orders were placed during the last full fiscal year?

After hour services are usually utilized at a minimum but are still potentially needed. If your laboratory is not capable of meeting these requirements please note that. If it's analyte specific, please note that too. If the 4 hour window is problematic please note that. If it's analyte specific, please note that too.

16. Are we able to no bid any items and still remain a responsive bidder?

Yes and Yes. We did our best to do groupings to make it easier for bidders

17. Will the City ship samples to the laboratory at our cost in lieu of courier service?

Possibly. Depending on hold times and availability of couriers to pick up from the treatment plant. In other words, we are not looking to drive to UPS, FedEx or the like in order to ship samples.

18. RFP states – "Sample pickup/Shipping, Item 2) Acknowledge receipt of samples by completing the chain of custody for each set of samples and returning a copy of the completed Chain of custody with the corresponding analysis reports." Is laboratory responsible for completing the entire COC or is this in reference to relinquishing the completed COC?

No. Staff here will complete up until relinquishing of the completed COC.

19. Insurance Requirements: 4E: Our insurance policies are written that notice of cancellation or non-payment of premiums will only be provided to the policy holder, then we will undertake

to notify all certificate holders in the event of a cancellation. Will this be an acceptable alternative?

It has not been our policy to accept alternative insurance policies.

20. Fee Schedule- Some items in the "Specific Tests" column request a Waste Water and Drinking Water price. Assuming these prices are considerably different and a common price does not exist between WW and DW, how would you like responding labs to address this on the Price List?

The City is primarily a drinking water facility. Annually, solids analyses are performed for waste solids to landfill. Please list fees accordingly.

21. Fee Schedule- Our lab offers USEPA approved equivalent methods to some of the methods requested. How would you like responding labs to make this notation on the form? Can we simply line-out the method and initial, noting the applicable method?

Yes. Notations as such are acceptable

22. Fee Schedule- If a lab is not certified for a particular requested test or method and does not offer an approved equivalent method, how is it requested this information be provided in the proposal?

We did our best to bracket analyses in core items sampling price list. Bidding on partial "Core items: Sample pricing list" is acceptable.

23. Fee Schedule- Can you confirm the TC/EC (P/A and Enumeration) in Sample Price List 1? P/A and enumeration are two different methods. Are we being asked to provide a combined price for PA and Enumeration?

No. Please give a price per method for PA and Enumeration.

24. The Sampling Pricing List asks for an expedited price for an expedited TAT, but there is no multiplier value for what TAT is requested. Is there specific expedited TAT that we can provide pricing?

Please provide expedited pricing for each TAT beyond the standard TAT for a method.

25. We are also asked to provide SOP's for analytical methods employed by our laboratory. We generally prefer not to disclose this information. Our SOP's are considered for internal use only. Is there anything we can offer in lieu of this and will bidders proposal be rejected if this information is not included?

This is answered in the text of the RFP: "Answer all of the following questions. Any omission may cause for rejection of proposal. Answers should be complete and in the order presented. A simple "yes" or "no" answer is not adequate. Vendors have the right to take exception to the specifications or terms to this solicitation. Any exceptions taken must be explained in the proposal. Any exceptions that contradict the City's terms and conditions, or contain provisions that are not in the best interest of the City will disqualify the vendor. If exceptions are not explained, the Vendor will comply with the specifications as stated in this solicitation."

26. Vendor's Qualifications, Experience, and References, j. Standard Operating Procedures (SOPs) for analytical method employed by our laboratory. - - Can the proposal response include a list of Analytical Method SOPs and not a copy of the entire SOP?

Question is answered in the list of questions/answers on website

27. Vendor's Qualifications, Experience, and References, f. Describe the general Quality Assurance Performance Plan for the laboratory. Include your current QA Plan with your proposal. - - QA Plans are large documents and is submitting these on flash drive acceptable versus providing four copies?

Flash drive is acceptable

28. Vendor's Qualifications, Experience, and References, b. A copy of the certifications for the specified analyses shall be included in the proposal. Please list the parameters for which the laboratory has current NELAC / ELAP certification. - - Copies of ELAP & NELAC certs will be 40+ pages and is submitting these on flash drive acceptable versus providing four copies?

Flash drive is acceptable

29. How long is the initial contract award good for? How many option years?

3 years with 2 annual options – please be aware of paragraph 16 of the contract on page 26