



COLLIER COUNTY
BOARD OF COUNTY COMMISSIONERS

REQUEST FOR PROPOSAL (RFP)

FOR

LABORATORY SERVICES

SOLICITATION NO.: 23-8149

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SOLICITATION PUBLIC NOTICE

REQUEST FOR PROPOSAL (RFP) NUMBER:	23-8149
PROJECT TITLE:	Laboratory Services
LOCATION:	<u>PROCUREMENT SERVICES DIVISION, CONFERENCE ROOM A, 3295 TAMAMI TRAIL EAST, BLDG C-2, NAPLES, FLORIDA 34112</u>
DUE DATE:	June 15, 2023 @ 3:00 PM EST
PLACE OF RFP OPENING:	<u>PROCUREMENT SERVICES DIVISION 3295 TAMAMI TRAIL EAST, BLDG C-2 NAPLES, FL 34112</u>

All proposals shall be submitted online via the Collier County Procurement Services Division Online Bidding System:
<https://www.bidsync.com/bidsync-cas/>

INTRODUCTION

As requested by the Pollution Control Division (hereinafter, the “Division or Department”), the Collier County Board of County Commissioners Procurement Services Division (hereinafter, “County”) has issued this Request for Proposal (hereinafter, “RFP”) with the intent of obtaining proposals from interested and qualified vendors in accordance with the terms, conditions and specifications stated or attached. The vendor, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

The results of this solicitation may be used by other County departments once awarded according to the Board of County Commissioners Procurement Ordinance.

The County is soliciting proposals from qualified commercial laboratories for analytical laboratory services to perform testing throughout the County. Historically, County departments have spent approximately \$200,000; however, this may not be indicative of future buying patterns.

BACKGROUND

Collier County is seeking the services of experienced commercial laboratories to provide laboratory analyses and reporting services. The services required are in the following categories:

Categories A through C require State of Florida Department of Health (FDOH) certified vendors.

- (A) Water Division
- (B) Wastewater Division
- (C) Environmental Water – Pollution Control

Categories D through G are investigative, non-regulatory analyses and are exempt from FDOH laboratory certification requirements. ISO/IEC 17025:2017 accreditation is preferred for these categories but not required.

- (D) Algae & Toxins – Pollution Control
- (E) Isotopes – Pollution Control
- (F) qPCR DNA Bacteria – Pollution Control
- (G) PFAS – Pollution Control

Intent of this solicitation is to award a Primary and Secondary vendor for each of the specified categories.

TERM OF CONTRACT

The contract term, if an award(s) is/are made is intended to be for three (3) years with two (2) one (1) year renewal options. Prices shall remain firm for the initial term of this contract.

Surcharges will not be accepted in conjunction with this contract, and such charges should be incorporated into the pricing structure.

The County Manager, or designee, may, at his discretion, extend the Agreement under all of the terms and conditions contained in this Agreement for up to one hundred eighty (180) days. The County Manager, or designee, shall give the Contractor written notice of the County's intention to extend the Agreement term not less than ten (10) days prior to the end of the Agreement term then in effect.

All goods are FOB destination and must be suitably packed and prepared to secure the lowest transportation rates and to comply with all carrier regulations. Risk of loss of any goods sold hereunder shall transfer to the COUNTY at the time and place of delivery; provided that risk of loss prior to actual receipt of the goods by the COUNTY nonetheless remain with VENDOR.

DETAILED SCOPE OF WORK

1. General Vendor Requirements:

- a. The Vendor must have the ability to analyze or subcontract out all analytes in each category to bid on that category. Vendor may bid on any or all categories but must bid on the entire category.
- b. The Vendor must supply sample kits within 48 hours of request. The kits must contain properly pre-cleaned/pre-preserved/pre-labeled (or required preservatives in a separate container) sample containers (tightly sealed), coolers, electronic chain of custodies, shipping account info/packing slips or QC samples (e.g. trip blanks) at no cost to the County. The Vendor must pay for all shipping costs associated with sample kits.
- c. The Vendor must pay for all shipping costs of sending samples to their sub-contracted laboratory(s).
- d. Provide reports in Excel, and PDF. Both formats may be required, depending on the project. Electronic Data Deliverables (EDDs) must have no critical errors. Should critical errors be identified, data provider must revise the EDD.
- e. Results must be available within ten (10) business days after receipt of the samples by the laboratory.
- f. All results reported must include the program/project name, the County's ID number, station, name of the analyte, result qualifier, detection limit, practical quantitation limit, dilution used, preservative(s) used, the date/time collected/received, date/time analysis performed, and analyst name, laboratory certification number (including subcontractors) and method used.
- g. Results for samples that have multiple analytes shall be listed on one report sheet. Results for samples with a single analyte can be combined in table form.
- h. Laboratory must notify the applicable County section representative via email:
 1. Within 24 hours of sample receipt if analysis cannot be performed.
 2. If the sample can't be analyzed without qualifying the data due to the following reasons: sample out of hold, out of temperature, or improperly preserved, insufficient sample volume or the sample was broken in transit. Once notified, the County will decide whether the laboratory should continue with the analyses. If the County has not been contacted or decides not to go forward with the analyses due to it needing to be qualified, the County will not pay for the analyses.
- i. In the event samples are lost by the Lab or not properly analyzed (incorrect analytes analyzed, samples analyzed beyond approved holding times without County authorization, etc.) the vendor will be liable for costs incurred by the County for collecting additional samples.
- j. The County reserves the right to reject without charge any data that is qualified due to vendors failure and the vendor is responsible for the cost of resampling and shipping.
- k. If a rush charge is needed to analyze sample to avoid data being analyzed out of hold due to the County submitting a sample outside a reasonable holding time, that rush charge must be authorized by the County.
- l. The County can request results within 72 hours. A rush fee may be applicable.
- m. Laboratories may subcontract a portion of the analysis to other facilities, i.e. cyanotoxins. The other facilities are subject to the same requirements in this contract. The Vendor must be responsible for the cost of all packing and shipping of samples and containers that will be sent to other laboratories for subsequent analysis.
- n. The County shall not be charged a sample disposal fee.
- o. Should the initial and re-analysis fail and not support the validity of results the county may withhold payment for analysis of the specific analytes failing the validation test.
- p. Results must be signed by the QA/QC officer or his/her representative of the company verifying the authenticity of the analyses.
- q. The Vendor must complete all Chain of Custody forms as appropriate and return the original completed forms to appropriate County Department/Division.
- r. For all analyses, results should be reported within the linear range and below the highest calibration standard.
- s. Samples shall not be diluted to produce a result that is below the detection limit at an elevated level of detection.
- t. Data qualifiers shall follow 62-160 F.A.C.
- u. The County reserves the right to site audit the awarded Laboratory(s) facility.

2. Category A – Additional Requirements

- a. All Drinking Water Division analytical results must be on, or accompanied by, signed "Public Drinking Water Analysis Reporting Forms." All reporting forms shall be current Florida Department of Environmental Protection (FDEP) approved forms.
- b. The Vendor must notify applicable County Division within 24 hours of analysis if a result exceeds a drinking water Maximum Contaminant Level (MCL).
- c. All drinking water samples shall be analyzed using only approved drinking water methods per 40 C.F.R. §§141.21, 141.23, 141.24, 141.25, 141.27, 141.74, 141.89, 141.131, 141.402, 141.704, 141.852, and 143.4 and Appendix A to 40 C.F.R. Part 141, Subpart C
- d. Maintain accreditation through The NELAC Institute (TNI).
- e. Maintain certification through the contract term by the Florida Department of Health (FDOH) Environmental Laboratory Certification Program.
- f. A FDOH analyte sheet for all certified analytes must accompany each proposal submitted.
- g. All laboratory analytical reports must comply with 62-160, F.A.C.
- h. Provide reports in all the following formats: Watershed Information Network (WIN), Excel, and pdf. Multiple formats may be required, depending on the project. Electronic Data Deliverables (EDDs) must have no critical errors. Should critical errors be identified, the data provider must revise the EDD.
- i. The County may submit blind or split QC samples to the Vendor to validate analysis results. Should the results fail, the county may request re-analysis at no additional cost.

3. Category B – Additional Requirements

- a. All Wastewater Division samples must be analyzed using analytical test methods and method detection limits (MDLs) sufficiently sensitive to ensure compliance with applicable water quality standards and effluent limitations in accordance with Rule 62-4.246, Chapters 62-160 and 62-600, F.A.C., and 40 CFR 136, as appropriate. A list of established analytical methods, and corresponding MDLs (method detection limits) and PQLs (practical quantitation limits), which is titled "FAC 62-4 MDL/PQL Table (November 10, 2020)" is available at <https://floridadep.gov/dear/quality-assurance/content/quality-assurance-resources>. The MDLs and PQLs as described in this list shall constitute the minimum acceptable MDL/PQL values.
- b. Approved analytical methods identified in Rule 62-620.100(3)(j), F.A.C., shall be used for the analysis. If no method is included for an analyte, methods specified in Chapter 62-550, F.A.C., shall be used.
- c. Maintain accreditation through The NELAC Institute (TNI).
- d. Maintain certification through the contract term by the Florida Department of Health (FDOH) Environmental Laboratory Certification Program.
- e. A FDOH analyte sheet for all certified analytes must accompany each proposal submitted.
- f. All laboratory analytical reports must comply with 62-160, F.A.C.
- g. Provide reports in all the following formats: pdf. Should critical errors be identified, data provider must revise the report.
- h. The County may submit blind or split QC samples to the Vendor to validate analysis results. Should the results fail, the county may request re-analysis at no additional cost.

4. Category C – Additional Requirements

- a. All samples must be analyzed using the approved methods listed in 40 CFR 136 and in accordance with Rule 62-4.246, Chapters 62-160, 62-600, 62-550, 62-770 F.A.C., and other relevant chapters as appropriate.
- b. Method detection limit (MDL) and practical quantitation limit (PQL) must be sufficiently sensitive to fall below the criteria listed within the above F.A.C.s.
- c. Maintain accreditation through The NELAC Institute (TNI).
- d. Maintain certification through the contract term by the Florida Department of Health (FDOH) Environmental Laboratory Certification Program.
- e. A FDOH analyte sheet for all certified analytes must accompany each proposal submitted.
- f. All laboratory analytical reports must comply with 62-160, F.A.C.
- g. Provide reports in all the following formats: Watershed Information Network (WIN), Excel, and pdf. Multiple formats may be required, depending on the project. Electronic Data Deliverables (EDDs) must have no critical errors. Should critical errors be identified, data provider must revise the EDD.
- h. The County may submit blind or split QC samples to the Vendor to validate analysis results. Should the results fail, the county may request re-analysis at no additional cost.

5. Category D – Additional Requirements - None

6. Category E – Additional Requirements - None

7. Category F – Additional Requirements - None

8. Category G- Additional Requirements

- a. Provide reports in all the following formats: Watershed Information Network (WIN), Excel, and pdf. Multiple formats may be required, depending on the project. Electronic Data Deliverables (EDDs) must have no critical errors. Should critical errors be identified, data provider must revise the EDD.

Firms Proposal Intent

The prospective firm shall select a category or categories with the submission of their proposal. Each category will be evaluated separately according to the evaluation criteria below. Prospective vendors may be awarded multiple categories.	
<u>Category A – Water Division</u>	
<u>Category B – Wastewater Division</u>	
<u>Category C – Environmental Water – Pollution Control</u>	
<u>Category D – Algae & Toxins – Pollution Control</u>	
<u>Category E – Isotopes – Pollution Control</u>	
<u>Category F - qPCR DNA Bacteria – Pollution Control</u>	
<u>Category G – PFAS – Pollution Control</u>	

REQUEST FOR PROPOSAL (RFP) PROCESS

- 1.1 The Proposers will submit a qualifications proposal which will be scored based on the criteria in Evaluation Criteria for Development of Shortlist, which will be the basis for short-listing firms.

The Proposers will need to meet the minimum requirements outlined herein in order for their proposal to be evaluated and scored by the COUNTY. The COUNTY will then score and rank the firms and enter into negotiations with the top ranked firm to establish cost for the services needed. The COUNTY reserves the right to issue an invitation for oral presentations to obtain additional information after scoring and before the final ranking. With successful negotiations, a contract will be developed with the selected firm, based on the negotiated price and scope of services and submitted for approval by the Board of County Commissioners.
- 1.2 The COUNTY will use a Selection Committee in the Request for Proposal selection process.
- 1.3 The intent of the scoring of the proposal is for respondents to indicate their interest, relevant experience, financial capability, staffing and organizational structure.
- 1.4 The intent of the oral presentations, if deemed necessary, is to provide the vendors with a venue where they can conduct discussions with the Selection Committee to clarify questions and concerns before providing a final rank.
- 1.5 Based upon a review of these proposals, the COUNTY will rank the Proposers based on the discussion and clarifying questions on their approach and related criteria, and then negotiate in good faith an Agreement with the top ranked Proposer.
- 1.6 If, in the sole judgment of the COUNTY, a contract cannot be successfully negotiated with the top-ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the firm ranked second. If a contract cannot be successfully negotiated with the firm ranked second, negotiations with that firm will be formally terminated and negotiations shall begin with the third ranked firm, and so on. The COUNTY reserves the right to negotiate any element of the proposals in the best interest of the COUNTY.

RESPONSE FORMAT AND EVALUATION CRITERIA FOR DEVELOPMENT OF SHORTLIST:

1.7 For the development of a shortlist, this evaluation criterion will be utilized by the COUNTY’S Selection Committee to score each proposal. Proposers are encouraged to keep their submittals concise and to include a minimum of marketing materials. Proposals must address the following criteria:

Evaluation Criteria	Maximum Points
1. Certified Woman and/or Minority Business Enterprise	5 Points
2. Cost of Services to the County	20 Points
3. Experience and Capacity of the Firm	25 Points
4. Ability to Meet Data Analysis Goals	30 Points
5. Data Deliverable Capability	10 Points
6. Local Vendor Preference	10 Points
TOTAL POSSIBLE POINTS	100 Points

Tie Breaker: In the event of a tie at final ranking, award shall be made to the proposer with the lower volume of work previously awarded. Volume of work shall be calculated based upon total dollars paid to the proposer in the twenty-four (24) months prior to the RFP submittal deadline. Payment information will be retrieved from the County’s financial system of record. The tie breaking procedure is only applied in the final ranking step of the selection process and is invoked by the Procurement Services Division Director or designee. In the event a tie still exists, selection will be determined based on random selection by the Procurement Services Director before at least three (3) witnesses.

Each criterion and methodology for scoring is further described below.

*****Proposals must be assembled, at minimum, in the order of the Evaluation Criteria listed or your proposal may be deemed non-responsive*****

EVALUATION CRITERIA NO. 1: CERTIFIED WOMAN AND/OR MINORITY BUSINESS ENTERPRISE (5 Total Points Available)

Submit certification with the Florida Department of Management Service, Office of Supplier Diversity as a Certified Woman and/or Minority Business Enterprise.

EVALUATION CRITERIA NO. 2: COST OF SERVICES TO THE COUNTY (20 Total Points Available)

In this criteria, include but not limited to:

- Use provided Excel Pricing document (Attachment 1) to detail the cost for each analyte. Cost must be identified as per analyte or per method (group of analytes). Make a notation of any price difference if grouped by matrix instead of individual analyte. Additional analytes offered may be added along with any comments. Provide the extra cost (if any) associated with expedited turnaround times (Rush).

EVALUATION CRITERIA NO. 3: EXPERIENCE AND CAPACITY OF THE FIRM (25 Total Points Available)

In this criteria, include but not limited to:

- Copies of required certifications as applicable to the category i.e. NELAC, FDOH, ISO/IEC 17025:2017
- Scope of Accreditation
- Team member qualifications that will be assigned to Collier County work.
- Categories A, B, and C require copies of most recent biannual assessment
- An employee to laboratory analyses ratio for your company or similar information that demonstrates your lab has capacity to meet contract requirements
- Information regarding financial strength of the Company
- Number of years of experience providing similar services specific to municipalities.

The County requests that the vendor submits no fewer than three (3) and no more than ten (10) completed reference forms from clients during a period of the last 5 years whose projects are of a similar nature to this solicitation as a part of their proposal. Provide information on the projects completed by the Proposer that best represent projects of similar size, scope and complexity of this project using form provided in Form 5. Proposers may include two (2) additional pages for each project to illustrate aspects of the completed project that provides the information to assess the experience of the Proposer on relevant project work.

EVALUATION CRITERIA NO. 4: ABILITY TO MEET DATA ANALYSIS GOALS (30 Total Points Available)

In this criteria, include but not limited to:

- Use provided Excel spreadsheet that contains each requested analyte and provide matrix/matrices, method(s), matrix, method detection limit, method detection limit unit, and whether the analysis will be performed in house or sub-contracted. Evaluation criteria includes:
 - If applicable to the category, MDLs meet applicable quality regulatory standards.
 - If applicable to the category, MDLs meet minimum needs for trending of present and historical data.
 - Ability to provide entire category.
 - Ability to provide analyses for potable water and non-potable water, and sediment/soil analyses for most parameters. For matrix-preference is given to the non-potable matrix. If not certified for non-potable, then list the matrix you are certified for.

EVALUATION CRITERIA NO. 5: DATA DELIVERABLE CAPABILITY (10 Total Points Available)

In this criteria, include but not limited to:

- Provide a real-world example (from a current/previous customer) of each data deliverable format your laboratory has provided:
 - Provide electronic “Hard Copy” Report (.pdf).
 - If applicable to the category, provide Watershed Information Network (WIN) reports.
 - If applicable to the category, provide Drinking Water Analysis Reporting forms.

EVALUATION CRITERIA NO. 6: LOCAL VENDOR PREFERENCE (10 Total Points Available)

Local business is defined as the vendor having a current Business Tax Receipt issued by the Collier or Lee County Tax Collector prior to proposal submission to do business within Collier County, and that identifies the business with a permanent physical business address located within the limits of Collier or Lee County from which the vendor’s staff operates and performs business in an area zoned for the conduct of such business.

VENDOR CHECKLIST

Vendor should check off each of the following items as the necessary action is completed (please see, Vendor Check List)