



Solicitation Information

4 May 2012

RFP# 7449690

TITLE: ENVIRONMENTAL LEAD SAMPLES ANALYSIS

Submission Deadline: 30 May 2012 @ 10:30 AM (EDT)

Pre-bid Conference: No

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **17 May 2012 @ 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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Division of Purchases

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

1. INTRODUCTION

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH), Division of Community, Family Health and Equity, Healthy Homes and Environment Team is soliciting proposals from certified laboratories for analysis of environmental lead samples, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (which is available at www.purchasing.ri.gov).

The Scope of Work is described in Section 4 of this RFP. Funding for this project is available through a HEALTH appropriation based on federal funding within the Division of Community, Family Health & Equity. The State seeks to identify one vendor who will provide the services outlined in this Request for Proposals (RFP) to the Department of Health. The Department will enter into a contract with the same vendor for these services. However, the State reserves the right to award contracts to multiple vendors in the event that it is in the State's best interest to do so.

The initial project period is expected to begin July 1, 2012 and continue through June 30, 2013. The project may be renewed for four additional 12-month periods at the exclusive option of the State based upon agency performance and the availability of funding. Proposals will be evaluated on the basis of the relative merits of the proposal in addition to an appropriate and realistic budget.

2. INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Potential offerors are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or Charles.Newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email rlambert@gw.doa.state.ri.us
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror’s proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

3. BACKGROUND

The Rhode Island Healthy Homes and Environment Team is looking to select a qualified analytical laboratory to provide analysis of **environmental samples, including but limited to dust wipes, soil, water and paint chips**, for lead content. The Lead Program collects field samples as part of the environmental component of medical intervention in the homes of significantly lead poisoned children during initial comprehensive and compliance/clearance inspections. Sample collection and testing is integral to the identification of lead hazards and also to the certification of lead safe status following successful remediation of lead hazards.

The vendor will be selected for a contract period of 4 years with the option to renew it for four additional 12 month periods, based on funding availability and vendor performance. The contract period will start on April 1, 2012.

The number of environmental samples collected for analysis is estimated between 1,500 and 3,000 per year. There is no guaranteed minimum amount of samples per year. The amount available for this RFP is not to exceed \$20,000 per year.

4. SCOPE OF SERVICES

Interested vendors must be able to:

- Conduct laboratory analysis of all media of lead samples including but not limited to paint, dust, soil and water and provide laboratory results within specified turn-around time
- Follow provisions of an established quality assurance system
- Upon request, provide a record of laboratory quality control results associated with samples tested under this agreement
- Provide all supplies (including non-latex nitrile gloves) necessary for field collection
- Offer prices including shipping for the submission/ mailing of samples to the laboratory
- Offer ‘same day’, 1 day, 2 day, 3 day and 5 day turn-around for all sample results,
- Utilize the Sample Submission/Chain of Custody Form provided by the RI Department of Health
- Send results of the sample analysis via email in a PDF format, including the completed Chain of Custody Form and the signed Laboratory Analysis Report with the address of the property where samples were collected included in the email ‘subject’.

Interested vendors are asked to submit their prices in the “Pricing and Supply Sheet” provided in appendix A, and provide additional information as needed. Laboratories must also agree to sign an Agreement as included in Appendix B.

Payment will be processed upon receipt of an invoice indicating the number of tests performed at each one of the unit pricing selected and specified in the contract. Cost of analyzing each sample will include shipping.

5. ELIGIBILITY AND CERTIFICATION

Interested laboratories must be certified by the Rhode Island Department of Health under the provisions of the Rules and Regulations for Certifying Analytical Laboratories [R23-16.2-A/LAB] and must remain certified for the duration of the contract. This certification must specifically identify lead as an authorized analyte in all of the environmental matrices listed in the Background section.

Interested laboratories must have accreditation through a program recognized by the EPA’s National Environmental Lead Laboratory Accreditation Program (e.g. AIHA and A2LA) in accordance with R23-16.2-A/LAB. Applicants must submit a copy of their certificate and accreditation with their proposal. If for any reason an applicant that has been certified under this process should lose or not renew their license, they will be removed from the approved certification list.

Laboratories that are located in Rhode Island or a nearby state and can provide timely services regardless of distance are preferred.

6. PROPOSALS STRUCTURE

Interested laboratories are asked to include the items listed below in their proposals.

1. IDENTIFICATION.

- State the Laboratory’s name, full address, and other locations (if more than one location). Make sure the FEIN (federal employer identification number) is included as well. Also include electronic mail from the contact that can respond to specific questions about the proposal if needed.

2. CERTIFICATIONS.

- Copies of certifications as indicated in the Eligibility and Certification portion of this document.

3. FORMS.

- Use the “Pricing and Supply Sheet” included in Appendix A of this document with the information on the prices offered.
- Provide a statement that if selected, vendor will sign the Agreement included in Appendix B.

4. NARRATIVE / OTHER. Make sure to include details of:

- Billing methodology, frequency, to meet the scope of services and requirements of this RFP. Include sample of an invoice.
- Shipping methods, addresses of locations where samples can be dropped off, etc.
- Turnaround time

Feel free to include additional descriptions of other items, conditions, etc., as succinctly as possible. Complete applications should not exceed 10 pages (without appendices).

7. SCORING METHODOLOGY

Applicants will be scored based using the following methodology:

- a. Laboratory has all the necessary certifications and submitted copies of them
- b. Laboratory has capacity to analyze all media samples for lead content
- c. Results are promptly reported using electronic methods
- d. Prices and services are the most desired in terms of turnaround time, shipping conditions, user-friendly protocols, etc.
- e. Laboratory agrees to sign the Agreement
- f. Laboratory uses the Chain of Custody form provided for such purpose.

8. AWARD

The State may, at its sole option, elect to require presentation(s) by vendors clearly in consideration for award. Proposals found to be technically and substantively non-responsive at any point in the evaluation process will be rejected and not considered further.

The Review Committee will present written findings, including the results of evaluations, to the State Purchasing Agent, or her designee, who will make the final selection for contract award.

9. APPENDICES

- A. Pricing and Supply Sheet
- B. Certification Agreement
- C. Chain of Custody form

APPENDIX A. PRICING AND SUPPLY SHEET

IDENTIFICATION SECTION.

Vendor Name:

Vendor Address:

If out of state vendor, do you have offices in Rhode Island, Connecticut or Massachusetts? Y N

Vendor's email contact, address and telephone number:

PRICING SECTION

Prices by turnaround time for sample results				
	Individual Sample (including shipping)	50-99 samples (including shipping)	100 or more samples (including shipping)	Additional notes/conditions
Same day	\$	\$	\$	
1 day	\$	\$	\$	
2 days	\$	\$	\$	
3 days	\$	\$	\$	
5 days	\$	\$	\$	

SUPPLIES SECTION

Vendor provides following supplies at no extra charge following conditions/methods described below:

Supplies	Vendor will provide: (Answer Yes or No)	Methods/Conditions (how often, order via email, fax, etc.)
Centrifuge Tubes		
Dust Wipes		
Latex Gloves		
Nitrile Gloves		
Plastic Bags		
Shipping Labels		

Feel free to submit additional information/forms if needed.

**APPENDIX B. ANALYTICAL LABORATORY SERVICES FOR LEAD SAMPLES
CERTIFICATION AGREEMENT**

I, _____ representing _____

hereby agree to:

- Participate in the Rhode Island Department of Health’s (HEALTH) Analytical Laboratory Services Certification Program to provide analysis of environmental lead samples for a variety of media including paint, dust, water and soil.
- I agree to provide the services outlined under the Scope of Services section, in the Specifications for Certification of Vendors to Provide Analytical Laboratory Services for Lead Samples.
- I agree to provide a copy of my accreditation through a program recognized by the EPA’s National Environmental Lead Laboratory Accreditation Program in accordance with R23-16.2-A/LAB.
- I agree to provide a copy of my certification to conduct laboratory testing in accordance with PART I, Section 2.0 “General Requirements of the RI Rules and Regulations for Certifying Analytical Laboratories. Certification and renewal of certification must comply with PART I, Sections 3.0 through 4.0 of R-23-16.2-A/LAB.
- I understand that the Rhode Island Department of Health will reimburse me on a monthly basis upon receipt of an invoice for the number of tests provided.
- I understand that in order to be included and remain on HEALTH’s Analytical Laboratory Services for Lead Samples Providers, I must:
 - Have any and all licenses to operate my facility in place prior to signing this Agreement
 - Comply with the Rules & Regulations for Certifying Analytical Laboratories (R23-16.2-A/LAB) attached
- I understand that failure to comply with the Rules and Regulations for Certifying Analytical Laboratories, or the loss of any license required to operate my facility will be just cause for removal from the participating provider list. Any provider removed from the list must demonstrate satisfactory resolution to the issue prior to be recertified.
- Upon request, provide a record of laboratory quality control results associated with samples tested under this agreement
- I understand that this Agreement will begin approximately June 1, 2012 or upon issuance of a Purchase Order from the Department of Administration, and that I cannot begin any work under this Agreement until a Purchase Order is issued. The contract will be in effect through May 31, 2013 with the possibility of renewing for up to for four additional 12 month periods, based upon the continuation of funds and vendor performance.

Agency Name (Please Print)	
Agency Representative (Please Print)	
Signature and Date	
Witness (Please Print)	
Signature and Date	
RI Department of Health Representative (Please Print)	
Signature and Date	

APPENDIX C. CHAIN OF CUSTODY FORM – RI DEPARTMENT OF HEALTH

SAMPLE SUBMISSION/CHAIN OF CUSTODY FORM

RHODE ISLAND DEPARTMENT OF HEALTH LABORATORIES
50 ORMS STREET, PROVIDENCE, RI 02904

LEGAL SAMPLE [X]

Program ID: Health

Program Name: ENVIRONMENTAL LEAD

Collected Date:

Collected by:

Collection Address: 3 Capitol HI 206
Providence, RI 02908

Case ID: RI000000C

Sample #	Collection Location	Sample Matrix	Test Code
6475	Wipe, Interior, Bathroom, Floor, 12.00 x 12.00 INCH	Clearance Dust (EL60)	EL60
6476	Wipe, Interior, Bedroom, Floor, 12.00 x 12.00 INCH	Clearance Dust (EL60)	EL60

Additional instructions or comments:

CHAIN OF CUSTODY

Relinquished By (sign)	Date	Time	Received By (sign)	Date	Time	Comments

end