

BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B00574
TITLE: ANALYTICAL LAB. SVC - MPA 48
BID OPENING DATE AND TIME:
03/05/2002 1:40 PM

BUYER: LINDA ROCHE
PHONE #: (401) 222 - 2142 ext. 118

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ADMINISTRATION
MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA

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ADMINISTRATION
MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA

Item	Class-Item	Quantity	Unit	Unit Price	Total
	4/1/02 - 3/31/05 ANALYTICAL LABORATORY SERVICES AS PER ATTACHED SPECIFICATIONS DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

DO NOT SIGN BID ON THIS PAGE!
USE CERTIFICATION COVER FORM.

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	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND FISCAL YEAR 2002 ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p>				
				TOTAL:	

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REQUEST FOR BIDS TO
PROVIDE ANALYTICAL LABORATORY SERVICES

The Rhode Island Department of Environmental Management and the State of RI is seeking bids for the provision of analytical laboratory services for the chemical and biological analyses of samples collected by the State of RI and the DEM in the performance of its duties in connection with its site remediation program and other State programs. These samples may be of surface water, groundwater, soils, sediment, sludge, concentrated waste or other material.

These services are to be provided for a period of three years beginning April 1, 2002 to March 31, 2005.

The services sought by the State of RI require that the successful bidder have laboratory facilities located within the State of Rhode Island or within fifty (50) miles of the city of Providence and be able to provide all necessary labor, equipment, materials and technical expertise demanded by the State of RI's program. Laboratories located outside of Rhode Island must provide pick-up services from the Office of Waste Management's offices and other State locations within two (2) hours of notification. Laboratories located within Rhode Island must be certified by the Rhode Island Department of Health. Laboratories located outside of Rhode Island must be certified by the United States Environmental Protection Agency or the appropriate state agency.

The successful bidder will be required to maintain operating facilities for the receipt of samples during normal working hours, (Monday through Friday, 8:30 AM - 4:30 PM), and establish a system for the receipt and analysis of emergency samples during other hours. Chain of custody procedures must be submitted with the bid proposal and must ensure that proper and legally defensible tracking of all State of RI samples is maintained from sample receipt to disposition.

The successful bidder will be required to provide the State of RI with appropriate sample

containers, preservatives and supplies and will be required to maintain a locked sample storage area, approved by the State of RI, to be used only for the storage of State of RI samples. Samples must be stored in a manner that prevents cross contamination between samples. All samples must be stored in the designated area until released for disposal by an authorized member of the State of RI. Bidders will be required to submit costs, if any, for all such supplies and services with the bid package.

Bidders will be required to submit as part of their bid a price list to apply for the length of the contract, which will be used for all analyses within the capability of the bidder. This price list is to include, but may not be limited to, general wet chemistry analyses, bacteriological analyses, inorganic analyses, volatile organic and semi-volatile organic analyses by GC, GC/MS and HPLC, Total Petroleum Hydrocarbon by IR and/or GC, petroleum fingerprinting by GC, and any other tests necessary to determine the existence of hazardous characteristics including ignitability, corrosively, reactivity and toxicity by TCLP. Bidders must itemize costs per test and also include with their bid all separate costs, if any, such as for QA/QC, sample preparation (TCLP and other extractions, digestion for metals analysis, etc.) and any other separate costs. The price list must reflect actual costs to the State of RI, including any discounts, which may be offered.

All test procedures must follow the methodology in EPA SW-846, Test Methods for Evaluating Solid Waste, or for those analyses not included in EPA SW-846, other EPA test methods or those in Standard Methods for the Examination of Water and Wastewater. The specific test method used must be listed according to reference and method number. Any modifications made to these methods by the laboratory must be noted and described.

Any analyses that are not within the capability of the bidder and will require sub-contractor assistance must be so indicated in the bid proposal. Chain of custody and QA/QC procedures for such analyses must also be included.

The successful bidder will be required to prepare, package and ship, at cost to the State of RI, any samples sent for special analysis to other facilities at the discretion of the State of RI. Chain

of custody and adequate QA/QC must be maintained during special analysis. The cost to the State of RI of such special analysis shall be calculated as a fixed percentage over the cost invoiced to the successful bidder. The bidder shall provide the fixed percentage for such services as part of the bid package.

Quality control procedures given in the specific methods must be followed. Holding times, preservation techniques, method blanks, instrument tuning and calibration, standard runs, standard curves, internal standards, surrogate standards, matrix spikes, duplicate analyses and all other applicable quality control procedures must meet the requirements of the specific test methods referenced and sound laboratory practice. The frequency of matrix spike analysis must be included in the bid package, must be done in accordance with the specific method and the results must be reported with the sample results. Matrix spike recovery must be determined for every TCLP sample submitted by the State of RI and the results reported, unless instructed otherwise by the person submitting the sample. Surrogate recoveries, where applicable, must be reported with sample results.

All raw data for blanks, samples, standards and all QC data must be kept for a minimum of three (3) years from the date of submittal and copies must be submitted upon the State of RI's request.

The successful bidder must also have a Quality Assurance Program Plan that is approved or is approvable by the United States Environmental Protection Agency and a copy of this plan must be included in the bid package. The successful bidder also must participate in the United States Environmental Protection Agency's Water Pollution Performance Evaluation Studies (WP026 and WP027). The results of the last two rounds of performance evaluation analyses conducted by the laboratory must be included in the bid and the successful bidder must submit the results of all performance evaluation samples conducted during the term of the contract. The laboratory must have acceptably analyzed at least eighty percent (80%) of the samples submitted in each of the Water Pollution Performance Evaluation Studies and have obtained a performance evaluation of

"acceptable" at least once a year for each parameter analyzed.

The successful bidders may be required to conduct and report analysis of two quality control samples annually, submitted by the State of RI during the period of the contract, at no cost to the State of RI.

The successful bidder will be required to complete all analyses requested by the State of RI and submit written results within ten (10) working days (twenty (20) working days for CLP analysis) from receipt of the sample. The laboratory will be required to notify the State of RI, in writing, if they are not able to meet this turnaround time for a given sample. Continued failure to meet this required turnaround time may result in contract termination or the State of RI's right to deduct 1% per working day of the total bill for each day that the required turnaround time is exceeded. In addition, the successful bidder must be able to provide twenty-four (24) hour turnaround time from receipt of samples if requested by the State of RI. Any additional surcharges for expedited analysis must be included in the bid.

Repeat analyses conducted as a result of laboratory error or miscalculation shall be provided at no cost to the State of RI. If there is not sufficient sample for the repeat analyses and the State of RI must collect another sample, a written explanation of the error must be submitted to the State of RI and supported with any preliminary data acquired on the sample. If it is not possible to re-collect the sample, the initial analysis will be at no cost to the State of RI.

The State of RI and RIDEM is implementing an electronic environmental data management system utilizing the Environmental Quality Information System (EQuIS) software by EarthSoft, Inc. The successful bidder will be required to prepare, check and deliver electronic laboratory data to the State of RI utilizing the State of RI specified EQuIS electronic data deliverable (EDD) format, on appropriate media (i.e. diskette or CD). The bidder shall provide the fixed cost for such service as part of the bid package. The State of RI and RIDEM shall provide one (1) copy of the EQuIS Electronic Lab Data Checker (ELDC) software to the laboratory at no charge.

SUBSECTION: Contract Laboratory Program Equivalent Analysis

The State of RI is seeking bids for the provision of analytical services equivalent to that provided by the USEPA's Contract Laboratory Program (CLP) Routine Analytical Services (RAS) for soil, sediment and water. Parameters to be included are:

- a. organic compounds listed on the Target Compound List,
- b. inorganics as listed in the Target Analyte List

The analytical results and associated documentation generated must be capable of being fully validated (meet the EPA tier 4 data validation requirements). Tier 4 validation of this data is not included in this bid request. The bidders of this sub-section should include sample preparation, laboratory analysis and preparation of the documentation package as separate cost items.

The State of RI restricts potential bidders of this sub-section to only firms knowledgeable of the requirements and intent of the CLP. Bidders must provide a statement of qualification, which describes the experience, and expertise of the laboratory in CLP or CLP equivalent analysis.

The State of RI reserves the right to enter into contractual agreements with multiple bidders for the same period of time and to reject any and all bids, or parts thereof, to waive any informality in the bids received and to accept the bids or parts thereof deemed to be most favorable to the best interest of the State of RI. In addition, failure on the part of the selected contractor to comply with the requirements of this bid proposal may result in termination of the contract.

All bid packages submitted for the provision of analytical laboratory services to the State of RI must include, at minimum, the following items, which have been detailed in the text of this request for bids. The State reserves the right to reject any proposal that does not include each of these items. Only those laboratories bidding on the CLP Equivalent Analysis need to supply information in that sub-section.

- Location of Laboratory (including miles from Providence)
- Availability of Pick-up Service (Labs outside of RI)
 - Amount of Notification Required
- Certification by one of the following:
 - RIDOH, Other Appropriate State Agency, EPA
- Normal Working Hours
- Availability of Emergency Sample Receipt and Analysis Outside Normal Working Hours
- Chain of Custody Procedures
- Availability of Secured Dedicated Storage Area for State of RI Samples
 - Storage Area Cost (if any)
- Complete Price List (including test methods) to be used during the contract period. Identical prices must be used on the Price List and the Bid Proposal Form and must reflect actual costs to the State of RI, including any discounts, which may be offered.
- Any Additional Costs for the following must be included:
 - Sample containers, preservatives, and supplies
 - Sample preparation
 - QA/QC and Other
 - Electronic laboratory data preparation, checking and delivery to the State of RI utilizing the State of RI specified EQUIS electronic data deliverable (EDD) format, on appropriate media (i.e. diskette or CD)
- Indication of any Required Sub-Contractor Assistance
 - Sub-Contractor Chain of Custody
 - Sub-Contractor QA/QC

- Special Analysis Cost (percent over invoice)

- Standard Turnaround Time
- Emergency Turnaround Time
- Surcharges

- QA Program Plan

- Frequency of QA/QC Analyses

- Water Pollution Performance Evaluation Studies Scores

CLP EQUIVALENT ANALYSIS SUBSECTION

- Statement of Qualification
- Costs for sample preparation
- Costs for laboratory analysis
- Costs for documentation package
- Costs for electronic data deliverable preparation, checking and delivery to the State of RI in the State of RI's EQulS format, on appropriate media (i.e. diskette or CD)