



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1374) Laboratory Services for Water/Wastewater Testing for the Department of Water Quality

PRESENTATION DATE: March 6, 2018

PRESENTATION BY: Brandi Naugle, CPPB, Buyer - Purchasing Department, Sherry Alidoosti, Chief of Laboratory Testing – Department of Water Quality

RECOMMENDED MOTION: Move to award the bid for Laboratory Services for Water/Wastewater Testing for the Department of Water Quality to the responsible, responsive bidder **ALS Group USA, Corporation dba ALS Environmental** of Middletown, PA who submitted the lowest (annual) Total Bid Sum in the amount of **\$47,997.50**.

REPORT-IN-BRIEF: The scope of services to be provided by the contractor includes pick-up, preserve and transport of samples (which could be water, wastewater and/or solids) from the Department of Water Quality’s Laboratory twice per week. All analyses are to be completed and reported within fourteen (14) consecutive calendar days after the contractor receives the sample. This contract is for a period of one (1) year, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods tentatively to commence May 1, 2018. The quantities stated in the bid document are estimated annual quantities. This is a requirements contract, utilized on an as-needed basis with no guarantee of minimum or maximum number of units of services.

The bid was advertised on the State’s “*eMaryland Marketplace*” website and the County’s website, and published in the local newspaper. Twenty-two (22) persons/companies registered/downloaded the bid document on-line, and two (2) firms were represented at the pre-bid conference. Three (3) bids were received on Wednesday, February 7, 2018 as indicated on the attached bid tabulation matrix.

DISCUSSION: N/A

FISCAL IMPACT: Funding for these services are included in the Department of Water Quality’s operating budget; \$22,000 remaining funds for FY’18 and \$59,000 proposed budget for FY’19.

CONCURRENCES: Daniel Divito – Deputy Director of Operations – Department of Water Quality

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A