

**SAMPLE  
Request for Proposal #XX  
Laboratory Analysis Services  
Period of Performance July 1, 2018 through June 30, 2019**

This Request for Proposal dated March 15, 2018 is being issued to receive proposals by the Purchasing Officer, Brian K. Jackson, Contra Costa Water District (District), 1331 Concord Avenue, Concord, California, until **1:30 P.M., Wednesday, April 4, 2018** for Laboratory Analysis Services for fiscal year 2019 (FY19), beginning on July 1, 2018 through June 30, 2019, and an priced optional 12-month extension period for fiscal year 2020 (FY20), from July 1, 2019 through June 30, 2020, to be exercised at the District's sole discretion. Proposal priced option sheet(s) must be included for FY20, the optional 12-month extension, for the proposal package to be considered a complete submission. The District will evaluate both one-year and two-year pricing and will determine what appears to provide the best value to the District.

Included in the proposal response should be detailed information for cost and non-cost related items listed in this document. Non-cost related items will be evaluated based on service and information that exceeds expectations, substantially satisfies expectations, partially satisfies expectations, or fails to meet expectations.

**No faxed or email proposals will be accepted. Proposers must also provide four (4) hard copy proposals (paper) and one (1) electronic version on a flash drive containing all required documentation in Word, Excel, or PDF format.**

The attached pricing sheet lists the constituents that will meet the needs of the District's regulatory compliance and operational monitoring programs. The pricing sheets are separated into three lists: Drinking Water (Safe Drinking Water Act), NPDES (Clean Water Act), and Business Continuity Testing (BCT). The BCT list includes a variety of analyses which requires that the vendor meet rapid turn-around-times (TAT). For these parameters, results would need to be reported to the District by the next business day after sample collection unless otherwise indicated.

The District is also interested in vendor's ability to perform field testing and sample collection for microbiological testing under the Business Continuity Testing. Please indicate ability to conduct water quality sampling in compliance with state and local laws governing the protection of public water supply. Sample collection would include response to field calls, sample collection for lab analyses, and use of portable laboratory equipment for routine field and laboratory tests.

Brian K. Jackson  
Purchasing Officer  
Contra Costa Water District

Proposer must be prepared in accordance with the following attachments:

- A: Pricing Sheets
- B: Proposal Guarantee Form
- C: Purchase Order Terms and Conditions
- D: Bid/Proposal General Provisions

The District reserves the right to award *separate* contracts on a list item basis by section, within a section or an *entire* proposal basis. The award(s) will be based on Lists 1 - 3 outlined in the pricing sheets and the answers provided in the questionnaire as well as for field testing and sample collection. Award of contract is based on both price (50%) and other non-cost related criteria (50%). As indicated, please include in the proposal information that supports services in the non-cost related areas. The cost and non-cost related awards are as follows:

1. Cost (50%)
2. QA Assurance Manual (15%)
3. Access to web portal for retrieval of reports, invoices, COCs, and data mining and ability to submit data in EDD format (10%)
4. Five client references of similar size and scope to District requirements (5%)
5. Subcontracting percentage (5%)
6. Completeness of proposal within each list (5%)
7. Participation in drinking water EPA or AWWA committees (5%)
8. Allocation of analytical workload (5%)

If you have any questions, please feel free to contact Mary Smith at (925) 688-8000.