

OCONEE JOINT REGIONAL SEWER AUTHORITY REQUEST FOR BIDS

PROJECT #2025-01 Laboratory Analysis & Certification Services for Coneross Creek Water Reclamation Facility RFB



BID DUE DATE/TIME: June 13, 2024 at 2:00 PM Local Time

Pre-Bid Conference and Site Visit

Mandatory

May 30, 2024 at 10:00 am Local Time

Oconee Joint Regional Sewer Authority
Coneross Creek Water Reclamation Facility
623 Return Church Road
Seneca, South Carolina

Deadline for Inquiries

June 6, 2024 at 4:00 pm Local Time

Submittal Deadline

June 13, 2024 at 2:00 pm Local Time

Services Start Date

July 8, 2024 at 4:00 pm Local Time

REQUEST FOR QUALIFICATIONS

Purpose

The Oconee Joint Regional Sewer Authority (“OJRSA” or “Owner”) is requesting bids from qualified laboratories, hereafter referred to as “Offerors” or “Contractors,” interested in providing Laboratory analysis and certification services to the Coneross Creek Water Reclamation Facility in Seneca, South Carolina.

Scope of Work

Project to begin July 8, 2024.

The Contractor shall furnish all the necessary labor, materials, and equipment, to assume responsibility for OJRSA laboratory compliance with SCDHEC certification requirements for field parameters and coordinate NPDES sampling and performing analysis.

The chosen laboratory will provide services necessary for NPDES permit analysis by ensuring the OJRSA laboratory maintains certification compliance. OJRSA operators have the training and resources they need to set up influent and effluent samplers and to perform the daily field tests which include DO, TRC, and pH, along with the *E. coli* samples which are three days a week.

This will include the following:

- **NPDES permit analysis (two weekly effluent composites) to include BOD, TSS, Ammonia-Nitrogen Total as N along with (one monthly influent composite) to include BOD % removal and TSS % removal.**
 - Work with WRF Supervisor to provide sampling schedule.
Provide sampling bottles and coordinate pick-up of samples along with chain of custody documentation.
 - Lab must be able to analyze BOD seven days a week.
 - Must provide data to OJRSA within 10 working days.
- Operator training
 - Annual onsite training to include demonstrations of capability (two, 2-hour trainings) and proper methodology and recordkeeping
 - Sampling SOPs review, edits and training
- Laboratory management
 - Work with WRF supervisor to ensure laboratory is stocked
 - May order supplies through contract lab for better pricing
 - Microbiological quality control checks
 - Perform regular laboratory equipment maintenance
 - Prepare required stock solutions
 - Ensure bottles and glassware are properly cleaned
 - Monitor all equipment and supplies, including those used by OJRSA (*E. coli*, pH, dissolved oxygen, and total residual chlorine), to ensure sufficient inventory
 - Annual NIST thermometer and pipette verification
 - Assist OJRSA in maintaining equipment (e.g., probe replacement, etc.) and making sure everything is clean and in order
 - Ensuring OJRSA is autoclaving *E. coli* in a timely manner and keeping lab in order by removing broken glass or any other lab waste
 - Oversee proper disposal of laboratory waste, autoclave, and unused chemicals.
- SCDHEC laboratory certification
 - Monthly internal audits to ensure records maintain compliance. Must sign off on checklist.

- Contractor would be handling ALL aspects of OJRSA lab, not only analyzing all samples, but ensuring that everything is in order for OJRSA SCDHEC lab certification (pH, DO, TRC, E. coli) and maintaining all paperwork for all lab work performed by OJRSA
- Review correspondence from DHEC and provide assistance with response.
- Full day onsite for DHEC audit and response to audit evaluation letter
- Ensure annual Proficiency Testing (PT) requirements are met to include ordering the necessary supplies
- Document demonstrations of capability for each operator
- Maintain personnel and equipment list
- Standard Operating Procedure (SOP) review and updates
- Quality Assurance Plan (QAP) review and updates

Not included in scope:

- NPDES permit renewal sampling
- Assistance with application permit renewal assistance
- E-Coli, pH, DO and TRC analysis, which will be analyzed by OJRSA operators

OJRSA Procurement Method of Selection

Competitive Sealed Bidding with Multi-Term Contract. Sealed bids shall be submitted to OJRSA securely sealed in an envelope as detailed herein.

Qualifications

Offerors must be licensed or certified by, and remain in good standing with, the South Carolina Department of Health and Environmental Control (or successor agency) for the necessary analytical parameters for the term of the contract.

Bid Submission Requirements

Detailed description of bidding Offeror's qualifications, including previous experience related to this type of project listing WWTP size, number of annual samples, and number of Industrial Users. List three current contracted users of your laboratory services; municipal references are preferred.

Deadline for Inquires

Any questions regarding this RFB should be submitted by way of email to Kyle Lindsay at info@ojrsa.org no later than June 6, 2024 at 4:00 pm Local Time. Responses will be provided via email to all Offerors. Any representations made over the phone or in verbal conversations are non-binding.

Offerors are expected to examine the RFB thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk.

Deliverables:

- Monthly laboratory checks
- Annual operator training
- Analytical reports and monthly spreadsheet summarizing results for uploading into Hach LIMS
- Reports emailed for field analysis
- Updated SOPs and Quality Assurance Plan

Pre-Bid Conference

A mandatory Pre-Bid Conference and site visit will be held on May 30, 2024 at 10:00 am Local Time at the Oconee Joint Regional Sewer Authority's Coneross Creek Water Reclamation Facility located at 623 Return Church Road, Seneca,

South Carolina. Representatives of the Owner will be present to discuss the Project. All interested parties are required to attend the Pre-Bid Conference. **The failure to attend the mandatory Pre-Bid Conference will result in rejection of a submitted bid.**

Local Vendor Preference for Services

The *OJRSA Procurement and Property Disposal Policy* (“Policy”) allows for qualified Local Vendors to receive a credit toward their bid. See the Policy at www.ojrso.org/info for more information.

The Policy defines as follows: Local Vendor shall mean a vendor that maintains an office with full-time staff employed by the vendor within the legally defined boundaries of OJRSA, the County of Anderson, the County of Pickens, the County of Greenville, the County of Abbeville, the County of Laurens, the County of Spartanburg, or the State of South Carolina.

- a. Eligible offices located within the limits of the OJRSA Service Area will be entitled to a bid price reduction of four percent (4%), not to exceed a maximum of reduction of five thousand dollars (\$5,000).
- b. Eligible office located in the County of Anderson, the County of Pickens, the County of Greenville, the County of Abbeville, the County of Laurens, or the County of Spartanburg will be entitled to a bid price reduction by three percent (3%), not to exceed a maximum reduction of four thousand dollars (\$4,000).
- c. Eligible office located in the State of South Carolina that does not qualify for one (1) of the higher percentage preferences will be entitled to a bid price reduction of one percent (1%), not to exceed a maximum reduction of two thousand five hundred dollars (\$2,500).

For a Contractor to receive a credit, they must submit a fully completed “Local Vendor Preference Registry and Certification” form with their completed bid. See www.ojrso.org/opportunities for a downloadable form.

Transportation

The Contractor shall furnish all vehicles and equipment necessary for the transportation and analysis of the NPDES samples. There is to be no mileage or hourly rate surcharge imposed on the OJRSA and the cost of the vehicles and equipment is to be included in the bid.

Bid Submittal

The bid must be submitted by completing the cost sheet (Attachment A) with original signature in accordance with Submittal Requirements section of this RFB (see page 6). **Bids that are submitted in other formats, including those submitted electronically (e.g., by email), will be disqualified from consideration.** All submittals must be complete. It is the Offeror’s responsibility to check for calculation errors and completeness prior to submittal.

Offerors shall include all costs (e.g., sample bottles, analysis, delivery charges, taxes, transportation, documentation, etc.) in their price.

Bids using Attachment A with original signature must be received by 2:00 pm Local Time on June 13, 2024. If the Offeror is qualified and desires to receive the credit for using a Local Vendor as defined in the *OJRSA Procurement and Property Disposal Policy*, then they must also submit a completed “Local Vendor Preference Registry and Certification” form along with Attachment A. Late submittals will not be accepted.

Proprietary/Confidential Information: The Contractors are asked for any restrictions on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable law, regulations, and policy of the OJRSA. All proprietary/confidential information must be clearly marked as “Proprietary/Confidential.”

Selection Process

The OJRSA shall open all sealed bids no earlier than 2:00 pm on June 13, 2024. The contract shall be awarded to the lowest total bid submitted by the Offeror that meets the minimum criteria contained within this RFB. For those who submit a “Local Vendor Preference Registry and Certification” form, the OJRSA will confirm that the Offeror is qualified to receive the credit. Once qualification is confirmed, the credit will be calculated and applied to the bid.

Terms and Award of Contract

The contract shall be executed no sooner than July 1, 2024 and will expire at 11:59 pm on June 30, 2027. This project shall begin July 8, 2024.

The term is for three (3) years (minimum) with up to two (2) mutually agreed upon one (1) year extensions through negotiation with the selected Offeror—these terms and prices must be agreed to prior to March 1 of each year or the OJRSA reserves the right to readvertise for bids for the following fiscal year (beginning July 1).

If necessary due to Policy requirements, OJRSA Administration will present the lowest qualified submittal to the OJRSA Board of Commissioners at the July 1, 2024 Board of Commissioners’ Meeting.

If Board approval is not necessary, then the Executive Director will execute a three (3) year agreement, which shall begin July 1, 2024 and will expire at 11:59 pm on June 30, 2027.

South Carolina Domicile Requirement

The OJRSA shall not require a domicile obligation for this project, but the Contractor must be licensed or certified by, and remain in good standing with, the South Carolina Department of Health and Environmental Control (or successor agency) for the term of the contract.

Background Check

OJRSA reserves the right to conduct a background inquiry of each Contractor, which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories, and reputation in the business community. By submitting qualifications to the OJRSA, the Contractor consents to such an inquiry and agrees to make available to the OJRSA such books and records as the OJRSA deems necessary to conduct the inquiry.

Insurance

Contractor agrees to maintain and keep in force during the life of this project, with a company or companies authorized to do business in South Carolina, General Liability Insurance in the amount of one-million dollars (\$1,000,000). Proof of workers’ compensation insurance will be as required by South Carolina state law. Certificates for such policies shall be provided by the firm’s insurance agent or broker to OJRSA within ten (10) business days from the date of award. Contractor will provide OJRSA a minimum of thirty (30) calendar days advance notice in the event of the insurance policies or insurance policy is canceled. Subcontractors approved by OJRSA to perform work on this project are subject to all the requirements as stated in this RFB.

Determination of Responsibility

The OJRSA may make such investigation as it deems necessary to determine the ability of a Contractor to provide full performance as outlined in the RFB. The Contractor will furnish to the OJRSA all such information and data for this purpose upon request. The OJRSA reserves the right to reject any Contractor if the evidence submitted by or investigation of such Applicant fails to satisfy the OJRSA that such Applicant is properly qualified to conduct the obligations as stated herein.

Rights Reserved by OJRSA

The OJRSA reserves the right to:

- A. Reject any and all bids for any reason; to waive any informality or irregularity not affected by law; and to evaluate, in its absolute discretion, the information within.
- B. Reduce the project in scale or scope in order to meet budget requirements.

Submittal Requirements

Responders must submit the following in a sealed envelope or package **no later than 2:00 pm Local Time on June 13, 2024**:

- Attachment A – Lab Services Cost Sheet
- Local Vendor Preference Registry and Certification form (optional, but required at time of submittal if seeking to obtain credit towards bid)

It is the Offeror's responsibility to verify the receipt of the submittal by the OJRSA. **Late submittals, unsealed bids, and/or electronic submittals (e.g., emailed bids) will not be accepted.**

The RFB shall be submitted to:

Oconee Joint Regional Sewer Authority
ATTN: Project #2025-01 RFB
623 Return Church Road
Seneca, South Carolina 29631

Attachment A – Lab Services Cost Sheet

Services to provide per the project:

Total Annual Samples	Frequency	Analysis	Method	Unit	Type
104	2/Week	BOD	40 CFR Part 136	mg/l	Effluent Composite
104	2/Week	TSS	41 CFR Part 136	mg/l	Effluent Composite
104	2/Week	Ammonia Nitrogen as N	42 CFR Part 136	mg/l	Effluent Composite
12	1/Month	BOD % Removal	40 CFR Part 136	mg/l	Influent Composite
12	1/Month	TSS % Removal	41 CFR Part 136	mg/l	Influent Composite
And all other items as stated in the Scope of Work on page 2 (and other items as stated in the PROJECT #2025-01 RFB. All transportation and other costs as stated in the RFB should be included in the Total Annual Cost below.					

TOTAL ANNUAL COST NOT TO INCLUDE EMERGENCY E. COLI COLLECTION AND ANALYSIS AS STATED BELOW \$

The following is not to be a consideration for the bid—do not include in above total—but is to be used for OJRSA purposes if it is necessary for the agency to have an *E. coli* sample collected and analyzed.

Emergency	Analysis	Method	Type	Unit Cost \$
As Needed <u>(include travel costs in unit/total)</u>	<i>E. coli</i>	40 CFR Part 136	Effluent Grab	

A completed Local Vendor Preference Registry and Certification is included (check one): YES NO

By my signature below, I confirm that I have read and understand all information contained in the OJRSA Project #2025-01 Laboratory Analysis & Certification Services for Coneross Creek Water Reclamation Facility RFB. I also confirm this bid represents the submittal on behalf of my employer.

Signature: _____

Date: _____

Name: _____

Title: _____