

**Alaska Department of
Environmental Conservation
Division of Environmental Health**

**Invitation to Bid 180000032
Organic Contaminant Testing
AMENDMENT 1**

Date of Issue: February 2, 2018

Amendment 1 to Organic Contaminant Testing ITB serves to respond to inquiries, to provide summary of the Pre-Bid Conference, and to amend language in the ITB.

This amendment includes responses to inquiries received from proposers. The inquiries and responses begin on page 2 and end on page 4 of this Amendment. Amended sections begin on page 4 and end on page 7. The pre-bid conference minutes begin on page 7 and end on page 13. This Amendment is hereby made part of the RFP and is a total of 13 pages.

Issued by:
Laurel Shoop, Procurement Specialist I
907-465-5037

Item 1: Below are the inquiries received by DEC. Following each inquiry is the DEC response.

Inquiry 1: We have applied for a waiver from the requirement noted in section 2.05 of the ITB (pg.10). Assuming we are successful in gaining a waiver, we will need to alter a response in our bid letter (item 6.01 point 3 from pg 34) to be deemed responsive from a review of the cover letter. Please indicate how we should alter the bid cover letter in this response.

Response 1: Since you are a vendor that is located outside of the USA, your bid cover letter would note your location and would state you were provided an approved waiver of this requirement. This is assuming your waiver is approved.

Inquiry 2: In Appendix C several statements are not aligned with the body of the ITB. Questions are as follows;

Inquiry 2a: The TAT requested in the body is 45 business days. The TAT requested in Appendix C is 45 days. As multiple complex methods must be performed (up to 5 per sample) the requirement of 45 business days seems more appropriate.

Response 2a: The Turn Around Time (TAT) has been modified in the applicable sections amended herein.

Inquiry 2b: The requirement for moisture is appropriate for tissue analysis and sediments, This is what is requested in Appendix C. On pg 25 the requirement is for % solids, which is usually associated with metals analysis. Please confirm that % moisture is the correct term throughout the document.

Response 2b: Percent moisture is correct.

Inquiry 2c: The requirement for % lipids is usually derived from a subsample of the extract of lipophilic compounds (PCBs, PBDEs, OC pesticides) and is included in the cost of these analysis. This is not possible for perfluorinated compounds and PPCPs as the extraction fluid is not appropriate. The lipid line item would only apply to those tests when lipophilic compounds are not measured. How should we denote this in the Appendix C table so that this cost is not applied where not applicable.

Response 2c: Percent Lipids should be measured and reported for the appropriate analyses, Polychlorinated Biphenol Congeners (PCBs), Polybrominated Diphenyl Ethers (PBDE) and Organochlorine Pesticides (OC pesticides). Appendix C will be updated to reflect that change and is amended herein.

Inquiry 2d: The evaluation price in the note below Appendix C table appears to

have an error. The bid price is listed as the sum of line items 2,3,4 first, then 1,2,3 next. We believe that 2,3,4 is correct. Please confirm.

Response 2d: Yes, 2, 3, 4 is correct. Appendix C has been updated to reflect that change and is amended herein.

Inquiry 3: The text mentions Dioxins and Furans, but requests no information in this area. Please confirm Dioxin and Furan information and pricing is not requested.

Response 3: Dioxins and Furans information and pricing are not requested.

Inquiry 4: The lipid determination is usually part of those three compounds or three tests Pcb's pbd's and OC's so it usually doesn't have a cost associated with them. For pharmaceuticals and Perfluorinated Compounds, because they're not hydrocarbon based solvents for the extraction - usually a separate lipid is applied. If you filled in the lipid price, it may be associated with all samples where usually it's really just required for Perfluorinated compounds or pharmaceuticals were only were part of the submission. And usually those compounds aren't reported on a lipid adjusted basis because they're not associated with lipids per say like the (inaudible). That was kind of the intent. If you filled in the lipid, it gets applied every time whereas it may not be needed in many cases or at all as a separate cost item.

Response 4: Bid Item #6 has been amended to read "%Total Lipid (excludes PBDE, PCB and OC Pesticides)" Appendix C has been updated and amended herein.

Inquiry 5: 5.1 Bid Schedule - bidders shall include FOB transportation costs in the total cost column for each bid item on the bid schedule. So, just want to confirm that transportation costs are included in the unit cost.

Response 5: Yes, transportation costs are included in the unit cost.

Inquiry 6: Is there any preferred vendor for instance we would typically use FedEx.

Response 6: DEC has no preferred vendors, and FedEx is an acceptable commercial courier.

Item 2: Language within the ITB that is hereby amended, either in part or whole, is noted below.

1.01 ITB Administration Information

The table in Section 1.01 ITB Administration Information is hereby amended in part as follows:

“Deadline for Receipt of Bids:	All bids must be submitted Wednesday, February 12, 2018 by 3:00pm AKST
ITB Opening Date:	Tuesday, February 13, 2018 at 10:00am AKST”

1.03 ITB Schedule

The table in Section 1.03 ITB Schedule is hereby amended as follows:

Schedule Component	Date
Pre Bid Conference	Tuesday, January 30, 2018 1:30pm AKST
Inquiries Due	Wednesday, January 31, 2018 10:00am AKST
Deadline for Receipt of Bids	Monday, February 12, 2018 at 3:00pm AKST
ITB Opening	Tuesday, February 13, 2018 at 10:00am AKST
Notice of Intent to Award Issuance	February 14, 2018
DEC Contract Issuance	February 26, 2018
Contract Commencement Date	February 27, 2018

4.01 Overview and Expectations

The third paragraph in Section 4.01 Overview and Expectations is hereby amended to read as follows:

“It is important to monitor the fish for contaminants to assure the health of the fish and the safety and wholesomeness of the fish as a food product for subsistence, personal use, and commercial consumers. The analysis for some of these contaminants including, but not limited to, PCB, PBDE, organochlorine pesticides, and other possible halogenated compounds require specialized chemistry that cannot currently be performed at the Department of Environmental Conservation’s Environmental Health Laboratory (EHL).”

4.03 Scope of Work

The first paragraph in Section 4.03 Scope of Work is hereby amended to read as follows:

“The Contractor shall perform required analyses for each sample that shall include, but is not limited to, PCBs, PBDEs, organochlorine pesticides, percent lipids, and/or other halogenated compounds as requested by DEC. The Contractor shall perform testing for the groups of congeners of PCBs, and PBDEs listed in Attachment 1. The Contractor shall perform testing using EPA approved methods for the list of organochlorine pesticides within the requested detection limits found in Attachment 1 and according to the method approved by

DEC EHL. The use of non-EPA approved methods shall not be used without written approval from the DEC Project Manager.”

4.03 Scope of Work

The bulleted list in the fifth paragraph of Section 4.03 Scope of Work is hereby amended to read as follows:

- “1. Percent Lipids (tissues only)
2. Percent Moisture
3. Polychlorinated biphenyl (PCB) congeners
4. Polybrominated diphenyl ether (PBDE) congeners
5. Chlorinated Pesticides
6. Polyfluorinated Compounds
7. Pharmaceuticals and Personal Care Products (PPCP)”

4.03 Scope of Work

The final paragraph on page 26 in Section 4.03 Scope of Work is hereby amended to read as follows:

“The Contractor shall thaw and re-homogenize tissue samples prior to sub-sampling and extraction. The Contractor shall perform sample extraction and the chemical analysis of the extract within 45 business days of receipt of the sample. The Contractor shall provide a complete and final data report to DEC within 60 calendar days from the date of sample receipt by the Contractor.”

4.04 Deliverables

Line Item C in Section 4.04 Deliverables is hereby amended to read as follows:

“A written report in electronic format, .pdf via compact disk or equivalent, as well as electronic download of data in spreadsheet format, .xls via email attachment to DEC for input into the database within 45 business days after receiving each sample batch, listing the tabulated analytical data results, with units and qualifiers clearly specified. Excel spreadsheets with sample and quality control results must be received within the 60 day period. Two compact disc (CD) copies of the results, along with complete supporting information, are required to be postmarked for delivery to DEC within 60 days. The results will be referenced by the project identification number and reported as; pictograms per gram (pg/g) wet weight for PCB, PBDE, and PFC congeners, nanograms/gram wet weight for organochlorine pesticides, and percent for lipids and moisture. This report should document incidences when quality assurance requirements were not met and samples were reanalyzed. The written report shall include the following:”

Appendix C is hereby amended as follows:

Appendix C Bid Schedule

Bid Item#	Analyte Group	USEPA Method	Alternative Proposed Method	Price Per Sample Matrix		
				Tissue	Soil	Water
1	Pharmaceuticals and Personal Care Products	1694				
2	Polybrominated Diphenyl Ethers (PBDE)	1614				
3	Polychlorinated Biphenol Congeners (PCB)	1668A				
4	Organochlorine Pesticides	8081A				
5	Perflourinated Compounds					
6	%Total Lipid (excludes PBDE, PCB and OC Pesticides)					
7	% Moisture					

Bid Price:

Bid Price: will be evaluated as the sum total of the Price Per Sample Matrix for Tissue Bid Items #2, #3, and #4.

Note: Bid evaluation will be a sum Bid Price of the Price Per Sample Matrix for Tissue Samples for Bid Items #2 + #3 + #4. If the Procurement Officer calculates the Bid Price of Bid Items #2, #3, #4 as a different sum than what is entered in the Bid Price box, the Procurement Officer will use their calculated bid price instead to evaluate the bids. Bidders must bid on all items to be considered responsive. If an Alternative Proposed Method is unacceptable to DEC, DEC reserves the right to reject the bid. DEC encourages Vendors to inquire if an Alternative Proposed Method is acceptable prior to bid submission during the Pre-Proposal Conference or by

submitting an Inquiry in writing per Section 1.01 ITB Administration Information. If an Alternative Proposed Method is indicated, the Price Per Sample Matrix shall reflect the price of the Alternative Proposed Method.			
Bid Price in Words:			
Bidder must indicate if they can meet the required Sample Analysis Turnaround Time of 45 days: Yes _____ No _____			
If the bidder cannot meet the Sample Analysis Turnaround Time of 45 business days, the bidder can propose an alternate Sample Analysis Turnaround Time which will be considered at DEC's discretion.			
Alternate Sample Analysis Turnaround Time:			
Bidder Company:			Alaska Business License Number:
Signature of Authorized Official:			Printed Name and Title:
Signature Date:		Email:	Phone:
Address:		City, State, and Zip:	

Item 4 Pre-Bid Conference Notes

The Items below were discussed during the Pre-Bid Conference on Tuesday, January 30th, 2018 1:30 Alaska Time via teleconference. The following is a list of those in attendance which includes their name, agency represented, and email address:

Richard Grace, SGS AXYS, Richard.Grace@sgs.com
Meghan Williams, ARS Aleut Analytical, MWilliams@amrad.com
Christoff Furin, DEC, Christoff.Furin@alaska.gov
Laurel Shoop, DEC, Laurel.Shoop@alaska.gov

My name is Laurel Shoop and I am the Procurement Officer point of contact for the State of Alaska Department of Environmental Conservation Invitation to Bid ITB 180000032 EHL Organic Contaminate Testing.

I would like for us to introduce ourselves for the meeting minutes. Please introduce yourself. State the company that you represent today. Please spell out your name and spell out your email address so I can be sure that you are alerted when the minutes come out for the amendment.

I will be going over some key aspects of the ITB and pointing out some important clerical notes. Christoff [DEC Research Analyst] will be elaborating on some of the technical aspects of the ITB and answering questions you might have about the scope of work. So if you have the ITB in front of you, I will be sure to note which page and section we are on so that you can follow along with me.

We will start with Page 4, Section 1.02 Purpose of this ITB. The State of Alaska, Department of Environmental Conservation is soliciting bids on behalf of its Division of Environmental Health for the specialized chemical testing for environmental contaminants in Alaskan wild fish, shellfish, sea life, and other environmental samples.

Page 4, Section 1.03 ITB Schedule Some important dates for you.

The inquiries are due Wednesday, January 31, 2018 at 10:00am. Please, all inquiries must be submitted at this time. So that is tomorrow, 10am.

Deadline for receipt of bids is Wednesday, February 7, 2018 at 3 o'clock.

And the ITB Opening is Thursday, February 8, 2018 at 10:00am Alaska Standard Time. All of these times are in Alaska Time. If you would like to be present for the ITB opening, please contact me and I will be sure to let you know when and where it will take place. It is a public opening.

Page 9, section 2.01 Bid Submittal information.

This section explains how we would like to receive the bid. We would like 1 original and
Amendment 1
ITB 180000032 Organic Contaminant Testing

1 complete, sealed, and signed copy of its written Bid Schedule to me, the Procurement Officer. A failure to submit its proposal prior to the deadline will cause the proposal/bid to be rejected.

Please clearly mark your submission with the title of the ITB on the outside of the package. That is a very important note.

Page 15 section 3.01 Contract Type

The contract resulting from this ITB will be a Time and Materials contract.

Section 3.02 Contract Term

The initial contract term will be for one year from the Contract Commencement Date.

The contract may be renewed for four additional one year terms as executed through a written amendment to the contract. Renewals will be exercised at the sole discretion of the DEC.

Page 17 Section 3.10 outlines the Insurance Requirements. That includes workers' compensation, commercial general liability, and commercial automobile liability.

Page 18 section 3.12 Contract Pricing and Payment

As I said, this is a time and materials contract. Price adjustments will not be allowed.

Any request for an adjustment to the time, scope, or cost of the contract that will impact the pricing will only be considered at the Contractor's written request based on justification through sufficient supporting documentation.

This section also elaborates on the details regarding DEC expectations during the invoicing process. Contractor will invoice DEC according to this section Appendix C Bid Schedule.

Page 18 section 3.12.01 Contract Pricing elaborates on contract pricing. Prices in Appendix C Bid Schedule shall be fixed prices as a Fully Burdened rate. No other costs will be considered for payment.

Page 24 section 4.01 Scope of Work and Specifications

This section gives a broad overview of the program objectives.

Page 24, same page, section 4.02 General Requirements

This section illustrates the general responsibilities of the contractor for the duration of this contract. This will include managing the Organic Contaminant Laboratory Testing for the term of the contract and optional renewals.

Page 25 section 4.03 Scope of Work

I will let the subject matter expert, Christoff Furin, Research Analyst III for the DEC Environmental Health Lab, take over and explain this section

[Christoff Furin, DEC] Our program has been testing for these organic contaminants starting back, I believe, in 2005. So we just want to continue with the contaminants indicated in that proposal and at the quality level that we have had in the past. That's

Amendment 1

ITB 180000032 Organic Contaminant Testing

about all I wanted to say about the scope of work. Any specific questions please let me know.

[Laurel Shoop, DEC] Thank you, Christoff. We will open it up for questions at the end and if you guys have any, we will address them at that time.

In this section, I would like to point out that Page 26, the 5th paragraph on that page identifies additional responsivity criteria required in the cover letter.

To be considered responsive, the Contractor will need to identify in its bid

The protocols in place for chain-of-custody procedures, sample receipt, sample login, and sample tracking.

The chain-of-custody shall include sample receipt date, time, temperature, commercial courier tracking number, and condition.

The Contractor shall also identify in its bid that it has separate dedicated areas for receiving, preparing, and storing samples respectively.

The Contractor shall demonstrate its ongoing capability to perform the required analysis, as well as provide evidence of acceptable performance. Evidence of acceptable performance shall be deemed acceptable at DEC's sole discretion.

The Contractor shall also provide evidence of current lab certification of ISO 17025 or equivalent. Equivalent certification is deemed acceptable at DEC's sole discretion.

The next important section is 4.04 Deliverables.

Page 31 Section 5 Bid Instructions

This section discusses in further detail Appendix C Bid Schedule. Please again note that the prices within the Appendix C Bid Schedule shall be a fully burdened rate.

Page 32 Section 5.03 Bid Cover Letter

This section discusses the elements that must be included in the bid cover letter. I won't read them out to you, they're all listed there, but please be sure to note those as they're very important to determine responsivity.

Page 34 Section 6.01 Evaluation of Bids

This section details, well, gives the outline, of everything that we require you're your bid to be considered responsive which includes evidence that the vendor meets conditions to successfully complete work outlined in Section 4.03 Scope of Work which includes the responsivity criteria that I read aloud. Completed Appendix C, Bid Schedule. And finally, the Bid Cover Letter that contains a statement to certify all services provided under the contract resulting from this ITB by the contractor and all subcontractors shall be performed in the United States.

Page 41 shows the Bid Schedule

Each Bid Item number corresponds to an Analyte Group as listed in Attachment 1: Compounds and Required Reporting Limits. There is a column where bidders may choose to propose an Alternative Method which will be accepted or denied at DEC's sole discretion. The Price per Sample Matrix columns must be filled out as fully burdened rates. The bids will be tabulated by the summation of Tissue Sample price for

Amendment 1

ITB 180000032 Organic Contaminant Testing

Bid Items 2, 3, and 4. Please fill out Appendix C in its entirety according to Section 5.01 Bid Schedule on page 31.

Those are all of the pertinent sections that I would like to address. We did receive questions prior to this meeting and we will take some time to address those now.

We have applied for a waiver from the requirement noted in section 2.05 of the ITB (pg.10). Assuming we are successful in gaining a waiver, we will need to alter a response in our bid letter (item 6.01 point 3 from pg 34) to be deemed responsive from a review of the cover letter. Please indicate how we should alter the bid cover letter in this response.

Since you are a vendor that is located outside of the USA, your bid cover letter would note your location and would state you were provided an approved waiver of this requirement. This is assuming your waiver is approved.

In Appendix C several statements are not aligned with the body of the ITB. Questions are as follows;

The TAT (which we are assuming means Turn Around Time) requested in the body is 45 business days. The TAT requested in Appendix C is 45 days. As multiple complex methods must be performed (up to 5 per sample) the requirement of 45 business days seems more appropriate.

The Solicitation document for ITB 180000032 will be modified to reflect 45 business days and that will be issued with the amendment. Thank you for pointing that out.

The requirement for moisture is appropriate for tissue analysis and sediments, This is what is requested in Appendix C. On pg 25 the requirement is for % solids, which is usually associated with metals analysis. Please confirm that % moisture is the correct term throughout the document. Christoff?

[Christoff Furin, DEC] Yes, it is percent moisture.

[Laurel Shoop, DEC] The next question.

The requirement for % lipids is usually derived from a subsample of the extract of lipophyllic compounds (PCBs, PBDEs, OC pesticides) and is included in the cost of these analysis. This is not possible for perflourinated compounds and PPCPs as the extraction fluid is not appropriate. The lipid line item would only apply to those tests when lipophilic compounds are not measured. How should we denote this in the Appendix C table so that this cost is not applied where not applicable?

[Christoff Furin, DEC] I think the question is how to indicate that on the Appendix C table.

[Richard Grace, SGS AXYS] I can comment if you wish just because it is my question if it's helpful. The lipid determination is usually part of those three compounds or three tests Pcbs, pbds, and OC's so it usually doesn't have a cost associated with them. For pharmaceuticals and Perflourinated Compounds, because they're not hydrocarbon based solvents for the extraction - usually a separate lipid is applied. If you filled in the lipid price, it may be associated with all samples where it's really just required for Perflourinated compounds or pharmaceuticals were only were part of the submission. And usually those compounds aren't reported on a lipid adjusted basis because they're not associated with lipids per say like the (inaudible). That was kind of the intent. If you filled in the lipid, it gets applied every time whereas it may not be needed in many cases or at all as a separate cost item. Does that make sense?

[Christoff Furin, DEC] Yes, it does.

[Laurel Shoop, DEC] DEC will respond to this in a written amendment and make sure to note those changes in Appendix C should there be any.

[Laurel Shoop, DEC] Follow-up question to Appendix C.

The evaluation price in the note below Appendix C table appears to have an error. The bid price is listed as the sum of line items 2,3,4 first, then 1,2,3 next. We believe that 2,3,4 is correct. Please confirm.

Yes, 2, 3, 4 is the correct Bid Price evaluation values. The Note section on the bottom of page 41 will be modified to be consistent as evaluation of Bid Price of Bid Items 2, 3, and 4. The amendment resulting from this Pre-Bid Conference will include a modified Appendix C.

And the final question received prior to this conference, the text mentions Dioxins and Furans, but requests no information in this area. Please confirm Dioxin and Furan information and pricing is not requested.

[Christoff Furin, DEC] Yes, we are not requesting Dioxins or Furans.

[Laurel Shoop, DEC] Alright, that concludes all of the questions received prior to the Pre-Bid Conference. Does anyone else have additional questions at this time?

[Richard Grace, SGS AXYS] This is for 5.1 Bid Schedule. Bidders shall include FOB transportation costs in the total cost column for each item on the bid so, just want to confirm that transportation costs are included in the unit cost.

[Laurel Shoop, DEC] Yes

[Richard Grace, SGS AXYS] And is there any preferred vendor, for instance, we would typically use FedEx.

Amendment 1

ITB 180000032 Organic Contaminant Testing

[Laurel Shoop, DEC] FedEx is an acceptable vendor, yes. But thank you for bringing that up. Southeast Alaska and Alaska in general does have some unique shipping considerations and yes, FedEx is acceptable.

[Laurel Shoop, DEC] Not hearing any other questions at this time, there is still an opportunity to submit written questions by 10am AKST tomorrow, Wednesday, January 31, 2018. The amendment should be released by the end of the week.

Thank you for attending, DEC looks forward to receiving your bids. Thank you, all.