
REQUEST FOR PROPOSAL
BACTERIOLOGICAL ANALYSES OF PUBLIC SWIMMING POOLS
UTAH COUNTY HEALTH DEPARTMENT

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal (RFP) is to obtain laboratory services for bacteriological analyses of public swimming pools located within Utah County. Utah County Government does not have a water quality laboratory. Utah State and Utah County law requires that all public swimming pools be regularly sampled to determine their bacteriological water quality. The Utah County Health Department (UCHD) intends to enter into a contract with a certified analytical water laboratory in the State of Utah for this express purpose.

ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist offerors in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

RESPONSE DATE

Six copies of your proposal must be received at the office of the Utah County Auditor, Purchasing Agent, 100 East Center, Suite 3600, Provo, Utah 84606, prior to 4:00 P.M. on October 23, 2009. Proposals received after this time and date will be late and ineligible for consideration.

TERM OF CONTRACT

Contract will be for the calendar years 2010 and 2011, with an option to extend for two additional one year periods based upon the same terms and conditions, after a contract for the services is completed. Failure or refusal to perform laboratory analysis will constitute default on contractual obligation.

BACKGROUND

UCHD is responsible for enforcement of the Utah Public Swimming Pool Rule. This rule requires regular sampling of all public pools while they are in operation. UCHD collects monthly bacteriological samples from each pool in Utah County that meets the definition of a public pool. This definition includes all swimming pools, spa pools, wading pools, interactive water features, or special purpose pools which are not a private residential pool. UCHD also collects follow-up samples from failing pools. In Utah County there are approximately 200 seasonal pools and 150 year-round pools classified as public pools. It is expected that approximately 3,000 samples will be collected for analyses annually.

SCOPE OF WORK

The intent of this RFP is to maximize the effectiveness of UCHD staff and to obtain accurate bacteriological analyses of pool samples promptly. The certified laboratory will provide the following services:

1. Provide the necessary sample bottles, labels, and collection forms. Please include copies of labels and sampling forms with a description of your sampling bottles.
2. Analyze and determine if pool water samples fail bacteriological quality standards. The laboratory shall subject the sample to the standard 35 degree Celsius heterotrophic plate count and test for coliform organisms utilizing either a membrane filter test, a multiple tube fermentation test, or a Colilert test. Any one of the following criteria may be used to determine pool sample failure;
 - A. Sample contains more than 200 bacteria per milliliter, as determined by the standard 35 degrees Celsius heterotrophic plate count.
 - B. Sample shows positive test, confirmed test, for coliform organisms in any of the five 10-milliliter portions of a sample.
 - C. Sample contains more than 1.0 coliform organisms per 50 ml if the membrane filter test is used.
 - D. Sample indicates a positive MMO-MUG type test approved by the EPA.
3. Notification within one business day to UCHD and to the business of any failed sample.
4. Weekly notification of all sample results to UCHD and to the business. Also capability of electronic results uploaded to UCHD database.
5. Sample collection by one of the following two options:
 - Option A: Supply sample bottles and pick up samples in UCHD office at 151 South University Avenue, Provo, Utah, Suite 2600. The Division of Environmental Health office hours are 7:30 a.m. through 5:30 p.m. Monday through Friday excluding holidays.
 - Option B: UCHD drop off samples at the lab and replenish sample bottles by picking them up at the lab.
6. Send monthly invoice for services rendered. Vender cost proposals should indicate the cost per sample for the below listed options:
 1. Invoice for all monthly itemized billing sent to UCHD to be paid by the 15th of the

following month. Vender collecting samples and dropping off sample bottles at UCHD.

2. Sending individual invoices to pool owners (collection would be vendors responsibility). Vender collecting samples and dropping off sample bottles at UCHD.
3. Invoice for all monthly itemized billing sent to UCHD to be paid by the 15th of the following month. UCHD dropping off samples at the lab and replenishing sample bottles by picking up at the lab.
4. Sending individual invoices to pool owners (collection would be vendors responsibility). UCHD dropping off samples at the lab and replenishing sample bottles by picking up at the lab.

PROPOSAL FORMAT

Proposal response outline. Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:

I. Letter of Transmittal. The letter of transmittal should include an introduction of the offeror's company, the name, address and telephone number of the person to be contacted along with others who are authorized to represent the company in dealing with this RFP; and an expression of the offeror's ability and desire to meet the requirements of this RFP. Any other information not appropriately contained in the proposal itself should also be included, such as a resume', references, and any pertinent historical information.

II. Executive Summary. An executive summary which briefly describes the offeror's approach to the proposal and clearly indicates any options or alternatives. It should also indicate any major requirements that cannot be met by the offeror. This summary should also highlight the major features of the proposal and identify any supporting information considered pertinent. In short, the reader should be able to determine the essence of the proposal and generally how well it meets the requirements by reading the executive summary.

III. Detailed Discussion. This section should constitute the major portion of the proposal and must contain at least the following information:

- A. A general but complete narrative overview of the offeror's assessment of the work to be performed and the ability to meet those aims, along with the resources necessary to meet the requirements of this RFP. This overview should clearly demonstrate the offeror's understanding of the desired overall performance expectations as well as how well it will meet the requirements. It should include a discussion of the applicable testing standards that will be met including all testing protocol and chain of custody procedures.

- B. A specific response to each requirement in the RFP. Include sample pick up frequency and time(s) and whether there is a minimum number of samples required for pick up.
- C. A specific indication of the testing capacity of the business to perform the required number of tests and method(s) of sample result notification as prescribed in this RFP.

IV. Cost Proposal. The offeror must submit a cost proposal allowing the performance merits of the proposal to be evaluated independent of costs. The proposal must show the costs separately for all options the vender wishes to bid on.

V. Additional information and attachments, including a copy of your business license and all state and federal laboratory certifications for your business.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by a committee against the following criteria with assigned weights indicated. Each area of the evaluation criteria must be addressed in detail in the proposal.

<u>WEIGHT</u>	<u>CRITERIA</u>
30 %	Cost per sample.
20 %	Sample pick-up schedule.
20 %	Notification promptness of failed samples and timely notification on all other samples.
10%	Method of notification.
10%	Accessibility of laboratory sample database.
10 %	Accessibility during contract period to respond to questions or resolve problems, references, and ability to perform requirements as needed.

PROPRIETARY INFORMATION

Offerors are requested to mark any specific information contained in their proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary. All materials become the property of Utah County and may be returned only at the option of Utah County. Proposals submitted may be reviewed and evaluated by any person at the discretion of Utah County.

QUESTIONS AND CLARIFICATIONS

Questions regarding this RFP should be directed prior to the submission deadline date to Terry Beebe, Division Director of Environmental Health, Dave Johnson, Bureau Director of Environmental Health Services, Jason Garrett, Program Manager.

Business Hours: 7:30 a.m. to 5:30 p.m. MST Monday through Friday

Telephone Number: (801) 851-7525

FAX Number: (801) 851-7521

ACCEPTANCE OF PROPOSAL

Utah County reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interests of Utah County. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.

The responding party agrees that Utah County may terminate this procurement procedure at any time, and Utah County shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

INSPECTION AND ACCEPTANCE

Utah County or its authorized representatives would have the right to enter the premises of the selected provider, or such other places where contract services are being performed, to inspect, audit, monitor or otherwise evaluate the services being provided and the financial records pertaining to the agreement. The selected provider must provide reasonable access to all facilities and assistance to Utah County or its authorized representatives.

Please also include: Insurance Requirements and requirement of proof of workers compensation.

EVALUATION COMMITTEE

Terry Beebe
Division Director
Environmental Health
(801) 851-7525

Dave Johnson
Bureau Director
Environmental Health Programs
(801) 851-7525

Jason Garrett
Program Manager
Infectious Diseases
(801) 851-7525

Steve Alder
Bureau Director
Air Quality Programs
(801) 851-7600

Eric Edwards
Division Director
Health Promotions
(801) 851-7097

Certified Drinking Water Analyses Labs

Provo Water Resources Lab
Attention: Michael Scheetz
1685 South 350 East
Provo, Utah 84606

Richards Labs
Attention: Dean Richards
55 East Center Street
Pleasant Grove, Utah 84062

Timpview Analytical Labs
Attention: Dee M. Freeman
1165 North 1600 West
Orem, Utah 84057

Utah Valley WTP Lab
Attention: Monica Beal
1120 East Cascade Drive
Orem, Utah 84057

Jordanelle Laboratory
Attention: Shane Paddock
10500 North 1420 West
PO Box 519
Heber City, Utah 84032

Chemtech-Ford Laboratories
Attention: David Gayer
6100 South Stratler Avenue
Murray, Utah 84107-6905

Metropolitan Water Dist Lab
Attention: Claudia Wheeler
3430 East Danish Road
Sandy, Utah 84093-2102

Utah Department of Health
Division of Lab Services
Attention: Sanwat Chaudhuri
46 North Medical Drive
Salt Lake City, Utah 84113-1105