

BOC Meeting Date
12/18/2019

Requesting Agency

Public Works

Commission Districts Affected

1, 2, 3, 5, 6

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of lowest responsible bidder - Department of Public Works, Bid# 19ITB111419A-YJ, Laboratory Testing Services in the amount of \$100,000.00 with Analytical Environmental Services, Inc. (Atlanta, GA), to provide laboratory testing services. Effective January 1, 2020 through December 31, 2020, with two renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are healthy

Is this a purchasing item?

Yes

Summary & Background*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: The contract provides laboratory testing services of wastewater discharge effluent for the Department of Public Works as required remaining compliant with the EPD in the operation of the wastewater treatment plants.

Community Impact: If this item is not approved and laboratory testing services are not performed, there can be regulatory enforcement actions taken against the Fulton County for permit violations resulting in possible fines and/or consent orders. Ninety-five percent (95%) of the analyses performed under this contract are for regulatory purposes.

Department Recommendation: The Department of Public Works recommends approval of lowest responsible bidder to Analytical Environmental Services, Inc. with two renewal options.

Project Implications: Laboratory testing is a regulatory requirement of the County's National Pollution Discharge Elimination System (NPDES) wastewater discharge permits. Not completing these tests could result in possible regulatory enforcements against the County for permit violations resulting in possible fines and/or consent orders.

Community Issues/Concerns: No issues/concerns were raised by clients concerning the laboratory testing services.

Agency Director Approval**County Manager's Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

Department Issues/Concerns: This project is properly staffed and funded; No additional departmental recommendations or concerns including funding, staffing, external/internal partnerships.

History of BOC Agenda Item: This is a new procurement.

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$100,000.00

Prime Vendor: Analytical Environmental Services
Prime Status: White Female Business Enterprise – Certified
Location: Atlanta, GA
County: Fulton County
Prime Value: \$96,910.00 or 96.91%

Subcontractor: Environmental Resource Analysts, Inc.
Sub Status: Non-Minority
Location: Auburn, AL
County: Lee County
Subcontractor Value: \$2,350.00 or 2.35%

Subcontractor: Pace Analytical Services
Sub Status: Non-Minority
Location: Lenexa, KS
County: Jackson County
Subcontractor Value: \$740.00 or 0.74%

Total Contract Value: \$100,000.00 or 100%
Total M/FBE Value: \$96,910.00 or 96.91%

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	7	2	4	13
No. Bids Received:	0	0	1	1

Total Contract Value	\$100,000.00 or 100.00%
Total M/FBE Values	\$96,910.00 or 96.91%
Total Prime Value	\$96,910.00 or 96.91%

Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>
201-540-5488-1160: Water & Sewer Revenue, Public Works, Professional Services - \$100,000.00	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Bid Tabulation Sheet	
Exhibit 2: Contractor Performance Report	
Exhibit 3: Recommendation of Award	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Roy Barnes, Deputy Director, Public Works, 404-612-6317	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
Yes**Solicitation Number:**
19ITB111419A-YJ**Submitting Agency:**
Public Works**Staff Contact:**
Roy Barnes**Contact Phone:**
404-612-6317**Description:** Laboratory Testing Services**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .

Previous Adjustments: .

This Request: \$100,000.00

TOTAL: \$100,000.00

MBE/FBE Participation:

Amount: . %: .

Amount: . %: .

Amount: \$96,910.00 or 96.91%. %: .

Amount: . %: .

Grant Information Summary:

Amount Requested: .

Match Required: .

Start Date: .

End Date: .

Match Account \$: .

☐

Cash

☐

In-Kind

☐

Approval to Award

☐

Apply & Accept

Funding Line 1:201-540-5488-1160
(pending approval
2020 budget)**Funding Line 2:**

.

Funding Line 3:

.

Funding Line 4:

.

KEY CONTRACT TERMS**Start Date:**

1/1/2020

End Date:

12/31/2020

Cost Adjustment:Click here to enter
text.**Renewal/Extension Terms:**

Two renewal options

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Clark, David	Date: 11/26/2019
X	County Attorney:	Stewart, Derval	Date: 12/10/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/10/2019
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 12/9/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2019

19ITB111419A-YJ, Laboratory Testing Services			VENDOR NAME	
			ADDRESS	
			ANALYTICAL ENVIRONMENTAL SERVICE, INC	
			TELEPHONE:	
			CONTACT:	
	UNIT	QTY	UNIT \$	TOTAL
1. Chromium: EPA Method 200.7 / 200.8 / 200.9	EACH	500	\$ 12.00	\$ 6,000.00
2. Cadmium: EPA Method 200.7 / 200.8 / 200.9.	EACH	500	\$ 12.00	\$ 6,000.00
3. Lead: EPA Method 200.7 / 200.8 / 200.9.	EACH	500	\$ 12.00	\$ 6,000.00
4. Nickel : EPA Method 200.7 / 200.8 / 200.9.	EACH	500	\$ 12.00	\$ 6,000.00
5. Zinc: EPA Method 200.7 / 200.8 / 200.9.	EACH	500	\$ 12.00	\$ 6,000.00
6. Silver: 200.7 / 200.8 / 200.9.	EACH	500	\$ 12.00	\$ 6,000.00
7. Mercury: EPA Method 245.1 / 245.2	EACH	500	\$ 15.00	\$ 7,500.00
8. Cyanide: EPA Method 335.4	EACH	500	\$ 19.00	\$ 9,500.00
9. Copper: EPA Method 200.7 / 200.8 / 200.9.	EACH	500	\$ 12.00	\$ 6,000.00
10. Inhibitory Residue Test, SM 18 th Edition, Section 9020 (Bacterial Growth)	EACH	4	\$ 250.00	\$ 1,000.00
11. Suitability Ratio or Test for bacteriological quality of Reagent Water, 18 th edition, Section 9020	EACH	4	\$ 150.00	\$ 600.00
12. Chronic Whole Effluent Toxicity Testing, Short-term Methods for estimating the Chroni whole effluent toxicity of effluents and receiving waters to freshwater organisms, (EPA-600-4-91-002, USEPAORD, July 1994) (latest approved EPA method must be used)	EACH	12	\$ 750.00	\$ 9,000.00
13. Biological Oxygen demand EPA Method 507 (5.E.6)	EACH	500	\$ 5.00	\$ 2,500.00
14. Carboneous Biological Oxygen Demand EPA Method 507 (5.E.6)	EACH	500	\$ 5.00	\$ 2,500.00
15.Ammonia EPA Method (350.3)	EACH	500	\$ 12.00	\$ 6,000.00
16. Nitrate-Nitrite EPA Method (354.1)	EACH	500	\$ 14.00	\$ 7,000.00
17. Nitrates EPA Method (354.1)	EACH	500	\$ 14.00	\$ 7,000.00
18. Chemical Oxygen Demand EPA Method (410.4)	EACH	1000	\$ 15.00	\$ 15,000.00
19. Oil and Grease EPA Method (E1664) (hexane)	EACH	500	\$ 30.00	\$ 15,000.00
20. Alkalinity EPA Method (310.1)	EACH	1000	\$ 2.00	\$ 2,000.00
21. TKN EPA Method (351.2)	EACH	500	\$ 23.50	\$ 11,750.00

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			TELEPHONE:	
			CONTACT:	
22. Total Phosphorus EPA Method (365.2, 365.2)	EACH	500	\$ 10.00	\$ 5,000.00
23. Suspended Solids EPA Method (160.2)	EACH	500	\$ 10.00	\$ 5,000.00
24. Volatile Suspended Solids EPA Methods (160.4)	EACH	500	\$ 2.00	\$ 1,000.00
25. Total Solids EPA Methods (160.3)	EACH	500	\$ 2.00	\$ 1,000.00
26. Fecal Coliform EPA Method (124.6) membrane Filtration	EACH	500	\$ 4.00	\$ 2,000.00
27. Hexavalent Chromium SM 3500	EACH	500	\$ 12.00	\$ 6,000.00
28. Fecal Coliform MPN SM 9221D	EACH	100	\$ 5.00	\$ 500.00
29. Base/Neutrals & Acids	EACH	500	\$ 65.00	\$ 32,500.00
30. Pesticides/ PCB's: EPA 8080	EACH	500	\$ 40.00	\$ 20,000.00
31. Herbicides: EPA 8150	EACH	500	\$ 40.00	\$ 20,000.00
32. Metals: EPA 7000 Series	EACH	500	\$ 10.00	\$ 5,000.00
33. Phosphorus, Dissolved (as P) EPA 353.2	EACH	500	\$ 2.00	\$ 1,000.00
34. Hardness (as CaCO ₃) EPA 200.7 / SM2340B- (Analyses done by ICP)	EACH	100	\$ 2.00	\$ 200.00
35. TOC EPA 415.1	EACH	100	\$ 2.00	\$ 200.00
36. Volatile Organics (B-TEX) SW8260B	EACH	500	\$ 30.00	\$ 15,000.00
37. Sodium EPA 200.7	EACH	100	\$ 6.00	\$ 600.00
38. Semi Volatiles Organics EPA 625	EACH	500	\$ 65.00	\$ 32,500.00
39. Priority Pollutant - Volatiles EPA 624/SW 5030B	EACH	500	\$ 50.00	\$ 25,000.00
40. Surfactant (MBAS) EPA 425.1	EACH	100	\$ 2.00	\$ 200.00
41. Total Toxic Organics (TTO) as listed in 40 CFR 401.15 EPA 608	EACH	500	\$ 20.00	\$ 10,000.00
42. VOA EPA 624	EACH	500	\$ 50.00	\$ 25,000.00
43. TCLP SW846 /EPA 1311	EACH	500	\$ 35.00	\$ 17,500.00
44. Organic Nitrogen SM 4500 -NC	EACH	500	\$ 28.00	\$ 14,000.00
45. Fecal Coliform MPN SM 9221D	EACH	100	\$ 3.00	\$ 300.00
46. Manganese EPA 200.7, rev 4.4	EACH	100	\$ 6.00	\$ 600.00
47. Calcium EPA 200.7, rev 4.4	EACH	100	\$ 6.00	\$ 600.00
48. Fluoride SM 4500 -FB	EACH	100	\$ 2.00	\$ 200.00

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			CONTACT:	
49. Magnesium EPA 200.7, rev 4.4	EACH	100	\$ 6.00	\$ 600.00
50. Orthophosphate EPA 365.1 rev 2	EACH	500	\$ 2.00	\$ 1,000.00
51. molybdenum EPA 200.7, rev 4.4	EACH	100	\$ 6.00	\$ 600.00
52. 2,3,7,8 TCDD EPA 613, 625, 1613B	EACH	5	\$ 250.00	\$ 1,250.00
53. 2,4, -Dichlorophenoxyacetic acid SM 6640B	EACH	50	\$ 15.00	\$ 750.00
GRAND TOTAL:			\$383,450.00	
BIDS MAILED			NO RESPONSE:	
BIDS RECEIVED:			NO-BIDS:	

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
6/1/2019	8/31/2019	1/1/2019	12/31/2019
PO Number			PO Date
540171TB104871AMH-142			1/1/2019
Department	Public Works		
Bid Number			
Service Commodity	Laboratory Testing Service		
Contractor	Analytical Environmental Services		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Excellent quality of service.

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Reports are received in a timely manner.

. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

☐ 0
☐ 1

Comments:

19-1123

4

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

Comments:

Excellent customer satisfaction.

0

1

2

3

4

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

Comments:

Key employees are competent and are very responsive.

0

1

2

3

4

Overall Performance Rating:

4.0

Would you select/recommend this vendor again?

Check box for Yes. Leave Blank for No)

Yes No

Rating completed by:

Delane Davis

Department Head Name

Department Head Signature

Date

David Clark

9/13/2019

DEPARTMENT OF PUBLIC WORKS
INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Purchasing
FROM: David Clark, Director *DC*
DATE: November 18, 2019
SUBJECT: 19ITB111419A-YJ, Laboratory Testing Services

On November 14, 2019, the Department of Purchasing opened the subject Invitation to Bid (ITB). There was one (1) response. Analytical Environmental Services, Inc. provided the overall lowest responsive and responsible bid.

Therefore, the Department of Public Works is recommending award to the overall lowest responsive and responsible bidder, Analytical Environmental Services, Inc., in the amount of \$100,000.00.

Funding is available in the following account: 201-540-5488-1160: \$100,000.00

If you require additional information, please contact David Clark 404-612-2804.

f.o. Barnes 11-20-19.
cc: Roy Barnes, Deputy Director, Public Works
AM Tony Moore, Deputy Director, Administration, Public Works
Janice Dickenson, Material Management Manager, Public Works
Charlie Crockett, Chief Assistant Purchasing Agent, Purchasing