

Invitation to Bid #19PSX0095

ENVIRONMENTAL ANALYTICAL SERVICES TO INCLUDE AQUEOUS, LIQUID WASTE AND SOILS SAMPLING AND TESTING

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**Department of Administrative Services
Procurement Division**



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Invitation to Bid (ITB)

ENVIRONMENTAL ANALYTICAL SERVICES TO INCLUDE AQUEOUS, LIQUID WASTE AND SOILS SAMPLING AND TESTING

Guide to Electronic Bid Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program, have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each invitation to bid are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each bid submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a bid response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. Online Bid Responses

Any Invitations to Bid (ITB) posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now web based and fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to the date and time upon which the Bid is due pursuant to this ITB. Late submissions will not be accepted. All bid responses submitted must be e-signed. Bid responses that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Bidders will get a confirmation that their bid has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Bid pricing will be available for public viewing for 24 hours after bid closing.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule
- Bid Addendum (SP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the bidder prior to bid submittal:

- Standard Terms and Conditions (SP-19)
- Invitation to Bid Document (SP-22)
- Invitation to Bid Contract (SP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet account with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State of Connecticut is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: [http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions](http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance%20instructions)

Bidders are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the bid. Please read ALL bid documents carefully and provide all required information. Failure to do so may result in rejection of your bid.

Overview

The State of Connecticut DAS is soliciting bids for Environmental Analytical Services to include Aqueous, Liquid Waste and Soils Sampling and Testing for the Department of Energy and Environmental Protection, all using state agencies and political subdivisions of the state, ("Client Agency") and are seeking services from Contractors capable of satisfactorily Performing laboratory analysis of saline water, fresh water, biological tissue, soil, groundwater, water samples from drinking water wells, sediment, air samples, wastes and sludge, and to conduct acute and chronic toxicity studies for the whole effluent samples, surface waters and sediments (with the additional testing described in the next sentence, the "Services". Additional testing of various materials for hazardous waste determinations, identification and characterizations of hazardous materials will also be required.

Scope

Contractors will be required to furnish all technical personnel, labor, materials, machinery, tools, coolers and ice, all necessary labels, sample bottles or other sample containers, preservatives, equipment, transportation services, shipping

and related testing and results documentation. Contractors are encouraged to use laboratory related products made from recycled content whenever possible, to include recycled glassware or plastic ware containers whenever feasible. The Services will be provided in a timely fashion as specified by the Client Agency.

Service specifications are classified into distinct categories which include: (1) salt water and fresh water analysis; (2) fish tissue analysis; (3) sediment analysis; (4) toxicity studies; (5) drinking water, soil, air, groundwater, waste and sludge analysis.

As this is a bid, there are no negotiations. Terms and conditions cannot be changed and pricing shall be listed as specified only – no additional charges are permitted.

The contract resulting from this ITB replaces the following contract award(s) in part or in total: 13PSX0173

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	10 June 2019
RECEIPT OF QUESTIONS:	Date:	20 June 2019, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	27 June 2019
BID DUE DATE:	Date:	30 July 2019 at 2:00 PM Eastern Time

2. Pre-Bid Meeting Requirements:

This bid contains no pre-bid meeting requirements.

3. Questions:

Questions for the purpose of clarifying this bid must be received no later than the date and time specified in Section I, "Bid Schedule" and must be directed to the Contract Specialist, Eva Orlinski via email: eva.orklinski@ct.gov.

4. Communications

During the period from your organization's receipt of this ITB, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Eva Orlinski via email: eva.orklinski@ct.gov.

5. Public Bid Opening

Public bid openings are now conducted online. Bid pricing submitted will be available for public view through your BizNet Account and is available for 24 hours after the bid due date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: http://www.biznet.ct.gov/SCP_Search/Default.aspx?Acclast=2
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid Requirements

1. Quantities and/or Usages

Any quantities set forth in this ITB are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

2. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract resulting from this ITB will be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the needed specifications, their suitability to the requirements of the State government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the State. In determining the lowest responsible qualified bidder, a price preference of up to ten per cent (10%) may be given for the purchase of the goods or services from micro businesses, or up to fifteen per cent (15%) in the case of "veteran-owned" (as described below) micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year.

To be considered for the ten percent (10%) price preference, bidders must submit prior to the bid due date a copy of their Internal Revenue Service tax return form for the most recently completed fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return prior to the bid due date will deny bidder consideration for the ten per cent (10%) price preference. For bidders who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the bidder's gross estimated revenues for the most recently completed fiscal year will be accepted.

To be considered for the fifteen per cent (15%) price preference, bidders must submit prior to the bid due date a copy of their current certification from the Connecticut State Department of Veteran Affairs as to both "veteran-owned" and "micro business" status. "Veteran-owned" micro business means a micro business of which at least fifty-one per cent (51%) of the ownership is held by one or more "veterans" of the "armed forces." In accordance with Section 27-103(a) of the Connecticut General Statutes, "veterans" means any person honorably discharged, or released under honorable conditions, from active service in the armed forces and "armed forces" means the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. Interested bidders may obtain the Certification Application by visiting: www.ct.gov/ctva and selecting "Veteran Owned Micro Business" option. Failure to provide such certification prior to the bid due date will deny bidder consideration for this price preference.

3. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of 30 days from the due date of the bid. The rate requested on the Exhibit B Price Schedules 1, 2 and 3 shall include all direct employees expenses, overhead and profit and all travel and transportation expenses.

4. Amendment or Cancellation of the ITB

DAS reserves the right to cancel, amend, modify or otherwise change this ITB at any time if it deems it to be in the best interest of the State to do so.

5. Bid Modifications

No additions or changes to any bid will be allowed after the bid due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek bidder retraction and/or clarification of any discrepancy or contradiction found during its review of bids.

6. Bidder Presentation of Supporting Evidence

Bidders must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their bids.

7. Bidder Demonstration of Services and/or Products

At the discretion of DAS, bidders must be able to confirm their ability to provide all services bid. Any required confirmation must be provided at a site approved by DAS.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Bid Expenses

Bidders are responsible for all costs and expenses incurred in the preparation of bids and for any subsequent work on the bid that is required by DAS.

10. Ownership of Bids

All bids shall become the sole property of the State and will not be returned.

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this ITB shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by bidders with any State agency or employee will be disregarded in any State bid evaluation or associated award.

13. Bidders Qualifications Submittal Information

All bidders shall submit the qualitative information a) through u) stated below in the order requested. Bidders who do not provide the information required below may be considered as non-responsive. This required information can be uploaded with the bidders Statement of Qualifications document "DAS – 14".

- a) A statement reflective of the Bidders' ability and capacity to provide the required services for the types of analyses to be undertaken. The stated capacity will be a measure of the number of samples able to be analyzed and the associated turnaround times without the use of subcontracted services.
- b) The bidder's sample invoice. This sample form must be available in electronic format as well as hard copy.
- c) Proof that the bidder and laboratory has not less than three (3) years' experience in performing Services.
- d) The bidder's relevant certifications including but not limited to Reasonable confidence Protocols (RCP) certifications.
- e) The bidder's proficiency scores (State, U.S. EPA and/or Other) for the previous 36 months.
- f) Resumes of key personnel that will provide the required Services.
- g) Instrumentation available for Performance of the required Services.
- h) Bidder's sample analytical data package and reporting systems to include a quality control report such as Laboratory Information Management (LIM).
- i) Bidder's Service hours available to include bidder's ability for the receipt and analysis of samples outside of regular business hours. Such information must include emergency contact information and information regarding the laboratories ability to accept samples outside of regular business hours for emergency turnaround time.
- j) Ability to meet and demonstrate compliance with the Client Agency's RCP's when applicable.
- k) If no RCP methods exist the default will be the Environmental Protection Agency's Quality Assurance and Quality Control (EPA QA/QC) requirements.
- l) All applicable, current and up-to-date copies of certified Laboratory certificates issued by State of Connecticut Department of Public Health (CTDPH).Bidder's out-of-state certifications for toxicity related services.
- m) Bidder's out-of-state certifications for toxicity related services.
- n) Bidder's accreditation information from the National Environmental Laboratory Accreditation Conference (NELAC) if available.
- o) Bidder's sample invoice form detailing a typical sample analysis situation.
- p) Bidder's detailed description of on-line or email ordering processes and capabilities.

- q) Bidder's health and safety training and medical surveillance program pursuant to 29 CFR 1910.120 OSHA requirements. The bidder shall provide evidence of the necessary certification with their bid in response to this ITB.
- r) Bidder's sample chain-of-custody and collection report forms with all mandatory fields of required information included.
- s) Acute and chronic toxicity testing may be subcontracted due to the limited number of laboratories which currently offer this service. Bidders may also attach a separate supplemental sheet with any explanations regarding subcontracting directly with their bid submittal. Pricing may be obtained by the bidding laboratory from the anticipated subcontracted laboratory and submitted with their bid for evaluation purposes.
- t) Bidder's ability in providing online ordering for services.
- u) Bidders shall include contact information and procedures for handling emergency, 24 hour sample pick-up and delivery.

14. Pricing Exhibit B, Pricing Schedules 1, 2 and 3

Bidders are requested to provide pricing as requested in the Exhibit B Pricing Schedules 1, 2 and 3. Completion and submittal of the Exhibit B Pricing Schedules shall be completed and uploaded in Excel formatted schedules solicited.

Important:

- a) Absolutely no editing, reformatting or any technical changes shall be made to the Exhibit B Pricing Schedule with exception to the data requested on the Exhibit B Pricing Schedule. Any changes made may be subject to rejection of the Bid submittal.
- b) Exhibit B Price Schedules shall be submitted and uploaded in Excel format and not PDF format.
- c) Bidders need not bid on all individual monitoring programs and can choose to only bid on items applicable to their abilities.
- d) Bidders shall indicate which test(s) will be subcontracted by indicating with an asterisk (*) directly next to the test, and noting the name of the subcontracted laboratory.
- e) The Client Agency utilizing the resulting contract reserves the right to request supplemental pricing for Services; generally within the scope or intent for this ITB for which specific unit prices are not provided.

Award Criteria

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if the best interest of the State will be served.

Pursuant to CGS 4a-59 and DAS Procurement Regulations 4a-52-8 and 4a-52-18, the award shall be made to the lowest, responsible qualified bidder. The following factors, in descending order of relative importance, will be considered in the evaluation to determine the lowest, responsible qualified bidders:

- (a) Bidder's technical qualifications, geographical servicing location(s), skill sets, laboratory facilities, testing capacity, experience, availability, testing results turnaround times, laboratory and bidder's certifications and licenses.
- (b) The conformity of the supplies, materials, equipment or contractual services to the specifications
- (c) Pricing
- (d) Delivery Terms

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the state will be served.