



## **Laboratory Services - Formal Bid**

Certified Lab

Dear Certified Lab,

The City of Barstow's (City) Wastewater and Pretreatment Divisions of the Environmental Services Department are SOLICITING FORMAL BIDS for a Professional Services Agreement for Laboratory Services. The Lab must be able to perform all of the analytical testing described for the City of Barstow's Wastewater Treatment Plant, and Marine Corps. Logistics Base's (MCLB) [Nebo and Yermo] Wastewater and Supply (Potable) Water Facilities. The Laboratory must reside within ninety 90 miles of the City; no third-party courier service will be permitted. The Laboratory can only charge for pick-ups outside of normally scheduled/planned services (caused by the City or MCLB), i.e. resamples, reschedules, and additional sampling. This contract shall be in effect for a period of three years, with the option to extend (upon mutual agreement) for up to two additional one-year periods. There shall be no increase in prices should an extension be granted. Approval to extend this agreement on behalf of the City must be signed by the City Manager or their designee. The City reserves the right to reject any or all bids or to accept any bid that is deemed advantageous to it. The Professional Service Contract shall be awarded in total to one (1) vendor.

Other factors to be considered in awarding this formal bid will be:

- An Environmental Analytical Laboratory with the State of California ELAP accreditation for wastewater, solids, and drinking water shall provide services. The Laboratory shall have an adequate written QA/QC manual and standard operating procedures in place.

- The Laboratory shall have a minimum of five years of analytical testing experience related to water, solids, domestic wastewater, and industrial wastewater analysis.
- The Laboratory shall make available the most recent proficiency testing conducted on all parameters requested. The proficiency test shall include results from participation in the EPA's DMR-QA, if applicable.
- The laboratory must have and be able to provide upon demand by the City, instrument calibration records of all equipment, which are traceable to NIST-certified standards, together with historical records of such calibration.
- The Laboratory must provide a list of licenses, certifications, and accreditations held.
- Laboratory Information Management System (LIMS) that allows for real-time, secure online accessibility by the City is desired.
- Laboratory needs to supply three (3) businesses with which your company has completed similar type work within the last year.

All sampling shall commence upon issuance of a blanket (reoccurring) purchase order... Samples from the Wastewater Division and other sites will occur at various times throughout the year based on requirements of WDR and or other Permits. The Laboratory shall have its representative(s) pick up the samples and deliver them. Arrangements for transporting samples shall be coordinated with each specific group to ensure holding times are not exceeded for any analytical parameter. The Laboratory shall be responsible for transporting samples at required preservation temperatures as specified in Standard Methods for the Examination of Water and Wastewater most recent EPA-approved edition. The Laboratory with company letterhead and addresses included shall provide Chain of Custody forms; it must be at a minimum triplicate copy and of good transference of information between all copies.

The Laboratory shall complete all analytical work and submit a completed report to the City within fourteen (14) days for each sample unless authorized, in writing (email is a valid written request), before receiving the sample. Some results will be required to be submitted via Electronic Deliverable Format or "EDF" meaning the data standard adopted by the State Water Board for submittal of Plant WDR requirements, and groundwater quality monitoring data) and potential Residential sampling results (in the future) to the State Water Board's internet-accessible database system Geo Tracker (<http://geotracker.waterboards.ca.gov/>) will be needed. Sample results shall be sent to the applicable department that requested the sampling event. NOTE: If sample results are above specified permit limits, the Laboratory must make immediate notification, upon becoming aware of the exceedance via email or phone call to the City's Chief Plant Operator. Email is the preferred method of receiving this information and upon being awarded the contract, those contacts will be provided immediately. The Laboratory shall retain all samples for a period of thirty days following the submittal of the analysis report to the City Department(s). This period shall allow sufficient time for a report review and possible retesting. All reports submitted shall list the specific methodology used for each analysis and a copy of the QA-QC analysis report and the original chain of custody shall be attached. The City may submit quarterly blind Quality Assurance/Quality Control samples to ensure that accurate and reliable analytical data is being reported.

The Laboratory shall provide all sample containers with appropriate preservatives, distilled/purified/deionized water for field blanks, equipment blanks, decontamination of instruments or equipment, etc. All sample containers used shall either be new containers or if used shall be analytically washed within parameter requirements and/or 1:1 HCl, triple rinsed with tap water, and tripled rinsed with distilled or deionized water.

The Laboratory shall invoice monthly to the applicable Departments the individual testing costs associated with that sampling event. All fees shall be itemized for each test procedure conducted. Prices quoted to the City shall remain firm; even if, the number of samples brought to the Laboratory for analysis does not meet or exceed what the City has estimated.

No subcontractor shall be used to analyze any samples for parameters listed in these specifications unless authorized, in writing by the City's Plant Superintendent on City letterhead, before awarding of the services. Such authorization shall only be granted in special and unusual circumstances. All subcontractors shall be listed (if used) and must be certified and compliant with all NELAC standards and be an accredited ELAP Laboratory. Failure to meet the method detection limits or failure to analyze water or wastewater samples per 40 CFR Part 136 and 261 will result in forfeiture of payment for those services and/or possible termination of the contract.

The Laboratory agrees to indemnify and save harmless the City of Barstow and its officers, agents, and employees from any and all claims, causes, or actions and damages of every kind, for injury to or death of any person and/or damages to property arising out of or in connection with the work done by the Vendor under this contract and including acts or omissions of the City of Barstow or its officers, agents or employees in connection with said contract.

Bids shall be submitted on the attached forms only. All required information requested shall be completely entered and appropriate signatures provided where indicated. The City reserves the right to accept or reject any bid or combination of bids deemed advantageous to it.

All mathematical calculations will be verified and if necessary corrected, City's final calculation shall be considered correct. Any changes to these specifications will need to be made in writing in the form of an Addendum, which will be made available to all original bidders via mail until a completed list of email contacts is available for all bidders.

The City of Barstow will open up a question period starting on January 25, 2024, to February 15, 2024. The City will review all questions and submit a response to those questions to all parties by end of business day on February 23, 2024. All bids must be submitted to the Barstow City Hall Office, 220 E. Mountain View Street, Barstow, CA. 92311 by February 29, 2024, no later than 3:00 p.m. to be considered an acceptable formal bid. At this time, all bids will be opened for review and consideration.

Formal Bids will close on February 29, 2024, at 3:00 p.m.

Awarding of the Professional Services Contract will be no later than March 22, 2024. All Bidders will be notified in either instance via email.

For Information concerning these specifications, please contact:

Wesley Garrison – City of Barstow WWTP Plant Superintendent  
Office: 760-252-2538  
Work Cell: 760-577-1001  
Email: [wgarrison@barstowca.org](mailto:wgarrison@barstowca.org)

Matthew Franklin – City of Barstow WWTP Lead Operator  
Office: 760-252-2538  
Email: [mafranklin@barstowca.org](mailto:mafranklin@barstowca.org)

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**Section 1**

**Sample Frequencies – City Sampling Requirements**

**Wastewater Treatment Plant Tests**

<b>Constituent</b>	<b>Bi-monthly</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Biochemical Oxygen Demand	2	24		
Oil and Grease	2	24		
Total Suspended Solids	2	24		
<b>Constituent</b>	<b>Monthly</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Ammonia as Nitrogen	1	12		
Methylene Blue Active Substances	1	12		
Nitrate as Nitrogen	1	12		
Nitrite as Nitrogen	1	12		
Total Phenolic	1	12		
Total Dissolved Solids	1	12		
Total Kjeldahl Nitrogen	1	12		
Total Nitrogen (Calculated)	1	12		



Constituent	Annual	Annual Total	Cost per Test	Sub. Total
General Mineral Series	1	1		
Metal Series	1	1		
Perchlorate	1	1		
Semi-Volatile Organics Comp.	1	1		
Volatile Organic Compounds	1	1		
			<b>Grand Total:</b>	

**Bio-Solids: Note all Constituents starting at Hexavalent Chromium report in mg/kg**

Constituent	Quarterly	Annual Total	Cost per Test	Sub. Total
Percent Solids	1	4		
pH Units	1	4		
Hexavalent Chromium	1	4		
Total Dissolved Solids	1	4		
Total Kjaldhl Nitrogen	1	4		
Nitrate as Nitrogen	1	4		
Nitrite as Nitrogen	1	4		
Total Nitrogen	1	4		
Antimony	1	4		
Arsenic	1	4		
Barium	1	4		
Beryllium	1	4		
Cadmium	1	4		
Chromium	1	4		



Cobalt	1	4		
Copper	1	4		
Lead	1	4		
Mercury	1	4		
Molybdenum	1	4		
Nickel	1	4		
Selenium	1	4		
Silver	1	4		
Thallium	1	4		
Vanadium	1	4		
Zinc	1	4		
			Grand Total:	\$

**Groundwater Tests**

Constituent	Quarterly	Annual Total	Cost per Test	Sub. Total
Ammonia as Nitrogen	6	24		
Nitrate as Nitrogen	6	24		
Nitrite as Nitrogen	6	24		
Total Dissolved Solids	6	24		
Total Kjeldahl Nitrogen	6	24		
Total Nitrogen	6	24		
Constituent	Annual	Annual Total	Cost per Test	Sub. Total



Ammonia as Nitrogen	27	27		
Nitrate as Nitrogen	27	27		
Nitrite as Nitrogen	27	27		
Total Dissolved Solids	27	27		
Total Kjeldahl Nitrogen	27	27		
Total Nitrogen	27	27		
<b>Constituent</b>	<b>Every 5 years (Start 2024)</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
General Mineral Series	40	40		
Metal Series	40	40		
Volatile Organic Comp.	40	40		
			<b>Grand Total:</b>	

**Residential Groundwater Test**

<b>Constituent</b>	<b>Quarterly</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Nitrate as Nitrogen	40	160		
			<b>Grand Total:</b>	

**Section II**

**Sampling Frequencies: MCLB Nebo and Yermo Potable Water Systems - Analysis**

<b>Constituent</b>	<b>Monthly Samples</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
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Coliform Bacterial Presence or Absence	10	120		
General, Physical (Color, Odor, Turbidity)	2	24		
<b>Constituent</b>	<b>Quarterly Samples</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Total Alkalinity	3 per Qtr.	12		
Bicarbonate Alkalinity	3 per Qtr.	12		
Carbonate Alkalinity	3 per Qtr.	12		
Hydroxide Alkalinity	3 per Qtr.	12		
Calcium EPA Method 200	3 per Qtr.	12		
Magnesium EPA Method 200	3 per Qtr.	12		
Conductivity	3 per Qtr.	12		
Turbidity	3 per Qtr.	12		
Nitrate as NO3	3 per Qtr.	12		
MTBE EPA Method 524.2	3 per Qtr.	12		
Aggressive Index	3 per Qtr.	12		
Total Hardness	3 per Qtr.	12		
Odor	3 per Qtr.	12		
pH	3 per Qtr.	12		
<b>Constituent</b>	<b>Semi-Annual Samples</b>	<b>Annual Samples Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Total Dissolved Solids	2 every six mo.	4		



Chloride	2 every six mo.	4		
Fluoride	2 every six mo.	4		
Sulfate	2 every six mo.	4		
Hardness	2 every six mo.	4		
Sodium, Na	2 every six mo.	4		
Metals EPA Method 200.8 Boron, Aluminum, Antimony, Arsenic, Barium, Beryllium, Cadmium, Calcium, Chromium, Copper, Iron, Lead, Magnesium, Manganese, Mercury, Nickel, Potassium, Selenium, Silver, Thallium, Vanadium and Zinc	2 every six mo.	4		
<b>Constituent</b>	<b>Annual</b>	<b>Annual Test</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Total Trihalomethanes (TTHM): Test ran in August of each year	2	2		
Halo acetic Acids (HAAS): Test ran in August of each year	2	2		
			<b>Grand Total:</b>	<b>\$</b>

**MCLB: Nebo and Yermo Wastewater Systems - Analysis**

<b>Constituent</b>	<b>Monthly</b>	<b>Annual Total</b>	<b>Cost per test</b>	<b>Sub. Total</b>
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Total Phenols (source control)	8 per mo.	96		
Total Dissolved Solids (source control)	8 per mo.	96		
Biochemical Oxygen Demand (5 day) (Influent)	2 per mo.	24		
Total Suspended Solids (Influent)	2 per mo.	24		
Total Dissolved Solids (influent)	2 per mo.	24		
Total Phenols (Influent) as C6H5OH	2 per mo.	24		
Chemical Oxygen Demand (effluent)	2 per mo.	24		
Oil and Grease (effluent)	2 per mo.	24		
Total Phenols (effluent) as C6H5OH	2 per mo.	24		
Biochemical Oxygen Demand (5 day)(effluent)	2 per mo.	24		
Total Dissolved Solids (effluent)	2 per mo.	24		
Methylene Blue Active Substances (effluent)	2 per mo.	24		
Total Nitrogen (effluent)	2 per mo.	24		
<b>Constituent</b>	<b>Semi-Annual</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Volatile Organic Compounds (effluent)	2 per qtr.	8		



Kjeidahl Nitrogen as N. (effluent)	2 per qtr.	8		
Nitrate Nitrogen as N. (effluent)	2 per qtr.	8		
Ammonia Nitrogen as N. (effluent)	2 per qtr.	8		
<b>Constituent</b>	<b>Semi Annual</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Total Chromium (effluent)	2 every six mo.	4		
Hexavalent Chromium (effluent)	2 every six mo.	4		
Chloride (effluent)	2 every six mo.	4		
Sodium (effluent)	2 every six mo.	4		
Sulfate (effluent)	2 every six mo.	4		
Total Hardness as CaCO3 (effluent)	2 every six mo.	4		
Boron (effluent)	2 every six mo.	4		
Fluoride (effluent)	2 every six mo.	4		
<b>Constituent</b>	<b>Annual</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Semi-Volatile Organic Compounds (effluent)	2 per year	2		
Heavy Metals (Title 22) (effluent)	2 per year	2		
Total Recoverable Petroleum Hydrocarbons	2 per year	2		
<b>Constituent</b>	<b>Weekly, Bi-weekly, Monthly</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Methylene Blue Active Substances	4.33 per month	52		



Oil and Grease	4.33 per month	52		
6 metals (Cd, Cr, Cu, Pb, Ni and Zn) from RO Permate	4.33 per month	52		
Total Organic Carbon	9.33 per month	112		
Total Suspended Solids	5 per month	60		
<b>Constituent</b>	<b>Quarterly</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Total Dissolved Solids	5 per qtr.	20		
6 metals (Cd, Cr, Cu, Pb, Ni and Zn) from Impoundment	5 per qtr.	20		
Chloride	5 per qtr.	20		
Sulfate	5 per qtr.	20		
Fluoride	5 per qtr.	20		
Volatile Organic Compound	7 per qtr.	28		
Semi-Volatile Organic Compound	7 per qtr.	28		
<b>Constituent</b>	<b>Annual</b>	<b>Annual Total</b>	<b>Cost per Test</b>	<b>Sub. Total</b>
Heavy Metals	5 per year	5		
			<b>Grand Total:</b>	<b>\$</b>

**Total Overall Cost of Laboratory Services Quoted:**

\$ \_\_\_\_\_

**Labor and Equipment:**



The City of Barstow has Seven (5) Significant Industrial Users and the SIUs have their Laboratories. According to the City's Pretreatment requirements, the City must sample annually for specified permit constituents and this should be done discreetly. These sampling events will occur on a known schedule established by the City and unknown to the discharger. This sheet will require the costs per sampler for a 24-hour composite sample. The sampler must be of good quality and have a fresh battery, which must be tested and the voltage logged on the chain of custody both before setup and after removal. The contracted Laboratory will provide all sampling containers for each sampling event.

Manpower (field)	Sampling Events	Cost Per Event	Total Cost
One Field Worker	5		
Unscheduled	5		
Equipment (Samplers)			
Annual Sample	5		
Unscheduled	5		
	Total Cost Per Event (Annual)	\$	\$
	Total Cost Per Event (Unscheduled)	\$	\$

**Name and Title of Laboratory Representative:**

X \_\_\_\_\_

**Signature of the named Representative submitting the bid:**

X \_\_\_\_\_ Date: \_\_\_\_\_

