

Invitation to Bid
Perfluorinated Compounds
Laboratory Analytical Services
Proposal No: NHDES-WMD-17-1

OVERVIEW

The State of New Hampshire Department of Environmental Services (NHDES) invites the submission of bids to perform analytical services as necessary to identify and quantify perfluorinated compounds in drinking water, groundwater, surface water and wastewater samples. Analysis shall be by United States Environmental Protection Agency (EPA) Method 537 Rev 1.1 and by an analytical technique using isotope dilution, as specified in the below tables. Analytes quantified in these analyses shall include at a minimum:

Analytical Group I (6 compounds by EPA Method 537 Rev. 1.1)

Compound Name	CAS #
Perfluorooctanesulfonic acid (PFOS)	1763-23-1
Perfluorooctanoic acid (PFOA)	335-67-1
Perfluorononanoic acid (PFNA)	375-95-1
Perfluorohexanesulfonic acid (PFHxS)	355-46-4
Perfluoroheptanoic acid (PFHpA)	375-85-9
Perfluorobutanesulfonic acid (PFBS)	375-73-5

Analytical Group II (16 compounds by isotope dilution)

Compound Name	CAS #
Perfluorooctanesulfonic acid (PFOS)	1763-23-1
Perfluoroundecanoic acid (PFUnA)	2058-94-8
Perfluoropentanoic acid (PFPeA)	2706-90-3
Perfluorohexanoic acid (PFHxA)	307-24-4
Perfluorododecanoic acid (PFDoA)	307-55-1
Perfluorooctanoic acid (PFOA)	335-67-1
Perfluorodecanoic acid (PFDA)	335-76-2
Perfluorodecanesulfonic acid (PFDS)	335-77-3
Perfluorohexanesulfonic acid (PFHxS)	355-46-4
Perfluorobutanoic acid (PFBA)	375-22-4
Perfluorobutanesulfonic acid (PFBS)	375-73-5
Perfluoroheptanoic acid (PFHpA)	375-85-9
Perfluorononanoic acid (PFNA)	375-95-1
Perfluorotetradecanoic acid (PFTeA)	376-06-7
Perfluorotridecanoic Acid (PFTriA)	72629-94-8
Perfluorooctane Sulfonamide (FOSA)	754-91-6

The analytical reporting limit of analyses for each contaminant shall be no greater than 5 nanograms per liter (5 ng/l) for aqueous samples.

The contract shall become effective upon the date of its approval by the Governor and Council of the State of New Hampshire and expire June 30, 2021.

SCOPE OF SERVICES

The scope of services to be provided to NHDES through this contract shall include the following.

1. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall, at the request of NHDES, perform analytical services as necessary to identify and quantify perfluorinated compounds (PFCs) in aqueous samples (including drinking water, groundwater, surface water and wastewater) as specified in Exhibit A-1 (attached).
2. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall perform all analyses requested by NHDES. If the contractor's laboratory (or contractor's sub-contracted laboratory specified in the bid submission) sample capacity precludes the contractor or contractor's sub-contracted laboratory specified in the bid submission from analyzing the requested samples within hold times, the contractor, upon NHDES approval, may sub-contract the samples to another qualified laboratory for analysis at no additional cost to NHDES.
3. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall provide all necessary materials, including sample containers, coolers, preservatives, sample container labels, chain of custody forms, field blanks, trip blanks and air sampling media for collecting the samples. The containers shall be clean and conform to EPA quality control requirements and procedures, including preservation in accordance with applicable methodology. When requesting sampling equipment, NHDES will specify the number of trip blanks and field blanks required.
4. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall provide as-needed consultation on collection methods and interpretation of reports at no additional cost to NHDES.
5. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall provide technical support in the event that there are discrepancies in PFC testing results among the labs awarded contracts. This technical support shall include investigation of the cause of the discrepancies.
6. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall follow and maintain industry standard chain-of-custody procedures.

7. The contractor shall pick up, or arrange for third party pick up of, samples at the Department of Environmental Services, 29 Hazen Drive, Concord, New Hampshire upon request by the NHDES at no additional cost to NHDES. Express mail carrier service (overnight delivery) for sample pick up may be used. However, the contractor must provide all shipping containers, prepare all shipping containers for shipment (includes packaging, necessary preservation, custody seals and completion of shipping documents) and assume responsibility for all shipping costs. Sample transport shall be in iced containers and follow all EPA protocols for sample transport, including custody seals and chain-of-custody. For samples determined to be priority samples by NHDES, the contractor shall conduct pick-ups no later than twenty-four (24) hours after request by NHDES or assume all related costs for 24 hour express shipment to the contractor's or contractor's sub-contracted laboratory facility.
8. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall provide NHDES with a complete written report of its analyses as required under the scope of work to be performed. Analytical reports shall be formatted in accordance with The NELAC Institute (TNI) standards. Written analytical reports shall be prepared by the contractor or contractor's sub-contracted laboratory specified in the bid submission and mailed to NHDES within five working days after completion of the sample analyses. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall also provide analytical reports in PDF format and Microsoft Excel format that are compatible with the NHDES Environmental Monitoring Database (EMD) reporting template within five working days after completion of the sample analyses. The Excel template can be found on the NHDES web site at http://des.nh.gov/organization/divisions/water/wmb/emd/documents/activity_template.xls.
9. Unless otherwise specified or requested by NHDES, the standard turnaround time for analysis and reporting of results shall be three weeks (fifteen working days) from the date of contractor or contractor's sub-contracted laboratory receipt of the samples as documented on the corresponding chain of custody form.
10. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall perform emergency or priority analyses on certain samples, as determined by NHDES; e-mailed reports shall be required in less than three working days of receipt of such samples.
11. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall retain and store samples at 4°C until such time as they are disposed in accordance with established laboratory policy, unless specifically requested by NHDES to retain samples for a longer period of time or to return samples to NHDES under chain-of-custody. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall be responsible for the disposal of samples at no additional cost to NHDES. Such disposal shall be conducted in accordance with all applicable federal and state regulations adopted pursuant to the federal Resource Conservation and Recovery Act and NH RSA 147-A (for contractors located in New Hampshire) or applicable statutes in the sub-contracted laboratory's home state.

12. The contractor or contractor's sub-contracted laboratory specified in the bid submission shall perform all Quality Assurance/Quality Control (QA/QC) measures as per the requested method and per NELAC Institute (TNI) standards. Full documentation of QA/QC is not required with the final data package unless specified by NHDES in advance of sample submission.
13. The contractor shall make available QA/QC data at the request of the NHDES. This information must be retrievable from the contractor's Laboratory Information Management System for a period not less than five years and be available for inspection at any time by the State. The contractor shall be subject to any State Quality Assurance/Quality Control audits and inspections by the State. The contractor shall provide clarifications and details on analytical methods and reported data, as requested, by the NHDES staff or program contact submitting the sample for analysis.
14. The contractor shall report results for all analytes listed in Exhibit A-1 Section A by the methodology listed and to the detection limits specified therein.
15. On occasion, NHDES may require additional analyses for constituents or methods not listed in Exhibit A-1. Such requests may include (but not be limited to) analysis for PFCs in soil, sediment, sludge, air and pure product samples. Upon request, the contractor may be asked to provide these analyses at a quoted cost.
16. All invoices must be submitted showing unit prices. Payment will be made no later than 30 days after completion of services or after an invoice has been received at the Department's business office, whichever is later. Invoices shall be mailed to:

H. Keith DuBois, Assistant Director
New Hampshire Department of Environmental Services – Waste Management Division
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
17. The analytical reports specified in item 8 shall be uploaded to EMD within 30 days of sample analysis.
18. The Microsoft Excel documents that are used to submit data must not contain any abbreviations, omissions, or alterations of the information provided by NHDES to the contractor on the chain of custody form.
19. The contractor shall accept chain of custody forms that are developed by NHDES.

BID SUBMISSION AND CONTRACT REQUIREMENTS

Bids must be received at NHDES by **4:00 pm Eastern Standard Time on Friday October 21, 2016**. Bids must be made on the Department's bid form (Exhibit A-1) and must be typed or clearly printed in ink. Corrections must be initialed. The bidder may attach an addendum or supplements to the signed bid forms. Bids that are not complete or are unsigned will not be considered.

Bids become public information upon opening and may be reviewed after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

The proposal constitutes a firm and binding offer. Determination of whether a bid may be withdrawn is solely at the discretion of the Department. However, in no event shall a bid be withdrawn unless the request for withdrawal is filed within five days of the date of the bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Additional charges for taxes, labor, sampling materials, mailing or shipping costs, or special handling costs for hazardous materials or temperature control, analytical reruns, etc. are not permitted. **All costs must be included in the price per sample.**

The successful bidder will be required to sign the State of New Hampshire's standard contract with the NHDES. An example copy of the contract can be downloaded at the following web address as Form P-37:

<http://www.sunspot.admin.state.nh.us/StateContracting/default.aspx>. The successful bidder must also provide a current Certificate of Good Standing issued by the Secretary of State for the State of New Hampshire and a Certificate of Authority demonstrating that the person who signs the contract on behalf of the company is authorized to do so.

BID QUALIFICATION AND AWARD

QUALIFICATION REQUIREMENTS: Bidders must submit a qualification package that includes the following information:

Bidder must demonstrate accreditations, certifications or equivalent endorsements from USEPA, other states, the Department of Defense, National Environmental Laboratory Accreditation Program or other entities.

Bidder shall provide the results of performance evaluation tests that it has completed for PFCs in the last five years.

Bidder must submit a copy of their Laboratory Quality Systems Manual or a copy of the Laboratory Quality Systems Manual for their proposed sub-contracted laboratory (including analytical Standard

Operating Procedures, particularly for performing EPA Method 537 analyses, isotope dilution analysis, and Quality Assurance/Quality Control Plans), an example of a standard deliverables package, and a listing of standard turn-around times and communications measures taken when a QC, detection limit, or hold time problem is encountered.

Bidders must provide performance evaluation results for sample testing completed for perfluorinated compound analyses.

Bidders must provide a statement as to whether the laboratory periodically utilizes externally supplied reference standards for PFC analyses for Quality Assurance/Quality Control purposes.

Bidders must provide documentation that the laboratory utilizes an analytical technique that appropriately analyzes branched and linear isomers of PFCs (including branched PFOA and PFOS) and provide sufficient explanatory detail.

Bidders must be able to satisfactorily demonstrate to NHDES their capabilities to perform all of the services listed in the SCOPE OF SERVICES and to perform these services in accordance with NHDES time and quality requirements.

Bidders shall provide a bid price for each analysis in Exhibit A-1

Bidders shall affirmatively state their agreement to perform the requested services in accordance with the provisions of the State of New Hampshire's standard contract (Form P-37).

AWARD CRITERIA:

A selection committee consisting of NHDES representatives will be used to evaluate the submitted proposals based on the following criteria:

- Overall understanding of the services to be provided 20%
- Qualifications and experience of the laboratory(ies) completing the work 40%
- Cost of projects as determined by the test matrix below 40%

The Department of Environmental Services will first evaluate each bid package to ensure completion of all bid qualification requirements. Incomplete bid packages will be deemed non-responsive and will not be considered for the award.

Bid awards will be made to up to three of the most qualified bidders based on the weighted criteria above. NHDES reserves the right to reject any or all bids or any part thereof.

MATRIX FOR CALCULATING COST OF ANALYSES			
Parameter	Unit Price	Number of Tests	Total Price
PFC Analytical Group I Method 537 Rev 1.1 – aqueous		150	
PFC Analytical Group II isotope dilution – aqueous		75	
Surcharge for 3-day Expedited Services		25	
TOTAL			

- Based on standard turnaround time.

EXHIBIT A-1

BID FORM

The undersigned hereby offers to perform services for the New Hampshire Department of Environmental Services as specified at the prices quoted in Exhibit A-1 in complete accordance with the provisions set forth in this bid form.

Return one copy of the bidder qualification requirements materials together with two copies of the completed Exhibit A-1 to Keith DuBois, Department of Environmental Services, Waste Management Division, PO Box 95, 29 Hazen Dr., Concord NH 03302-0095. This bid must be received no later than **4:00 pm Eastern Standard Time on Friday October 21, 2016**. Questions regarding the content of this Invitation to Bid shall be addressed in writing and forwarded via e-mail to Keith DuBois at Keith.DuBois@des.nh.gov.

BIDDER _____

Mailing Address: _____

Type or print name of authorized signatory

Signature of authorized person

Date: _____

EXHIBIT A-1

SECTION A

The following analytical services are required. A quotation must be provided for each analysis listed. Price shall be quoted on a per sample basis; all sample preparation costs and repeat analytical runs are to be included in the per sample price. All sampling materials costs and shipping costs for sampling materials and samples shall be included in the per sample price. Quotations must also be provided for additional costs for priority analyses performed in less than five days. If a subcontractor will be used for any of the services described in the Scope of Services, the per sample price must be inclusive of any markup associated with subcontracted services.

ANALYTE	PRICE PER SAMPLE	PRIORITY PRICE
PFC Analytical Group I Method 537 Rev 1.1 – aqueous		
PFC Analytical Group II isotope dilution – aqueous		

1. The analytical reporting limit of these analyses for aqueous samples shall be no greater than 5 nanograms per liter.
2. Price per sample shall include associated shipping costs.
3. Priority price shall include all costs associated with expedited analysis and reporting and shipping costs.