



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: July 26, 2016

HSS 16 026

**CERTIFIED LABORATORY SUPPORT FOR SAFE DRINKING WATER ACT
COMPLIANCE MONITORING
FOR
DIVISION OF PUBLIC HEALTH**

Date Due: August 17, 2016
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions received by the deadline of July 13, 2016.

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Certified Laboratory Support for Safe Drinking Water Act Compliance
Monitoring
Questions & Answers
RFP #HSS-16 026
Due July 13, 2016

1. If a laboratory has two locations in different states, using the same name and same tax ID, would one of them still be considered a subcontractor if we were to use them for certain analysis or would they be considered one in the same?

Answer: If the laboratory has the same name and same tax ID number then we would classify that as the same laboratory and would not consider it a subcontractor because it is at two different locations. If the laboratory you were sending the samples to has a different name and different tax ID number then we would classify that as a subcontractor because it would appear to us as a completely different lab.

2. Is the prime contractor required to submit any other type of documentation from the subcontractor than what is listed in the sentence above?

Answer: No additional information is required to be submitted by the primary contractor besides what is posted in the RFP.

3. Section II – C – Scope of Services / A – G / Pages 3 – 6
Who is/are the incumbents for each section?

Answer: Eurofins QC, Inc. and Pace Analytical Services, Inc.

4. Section II – C – Scope of Services / Paragraph after G. Microbiological Contaminants / Bullet Point #3 / Page 6

The following laboratory analytical data must be submitted (preferably in electronic format):

- Copy of current quality assurance manual (QAM). The QAM must be signed and dated by the laboratory director.
- Standard operating procedures (SOPs) for all analytical methods and associated support SOPs under consideration
- Initial demonstration of capability (IDLC) for each method and analyst

Can you clarify if the IDLC is to be the first DOC for an employee or a current IDLC? The concern being that an initial IDLC could have been performed with an older procedure whereas the current IDLC is representative of a current procedure.

Answer: Since you have changed procedures please provide us with the current IDLC that reflects the current procedure and shows that your employees are still up to date on their certification.

5. The RFP lists estimated annual quantities for HAAs at 200, and SOCs 200 - does the State therefore expect to significantly increase its use of this contract since the actual throughput in the most recent 12 month period was far less, i.e. 1% of HAAs anticipated sample volume and approximately 45% SOCs anticipated sample volume?

Answer: The sample numbers are based on regulatory requirements. The Office of Drinking Water has worked to improve the monitoring schedules to even the work load out. The numbers in the RFP reflect this effort.

6. What is the length of this project? I see a start date of Nov. 1, 2016 but no contract end date or contract length.

Answer: The contract length is for 1 year. We have the option to renew the contract every year for up to 4 years making it a maximum of 5 years. The work is for compliance monitoring that is required and will continue as long as funds are available.

7. Who is the current incumbent for this project work?

Answer: As stated in question #3, Eurofins QC, Inc. and Pace Analytical Services, Inc.

8. On page 5, Section D – Inorganic Compounds (Trace Metals) including Asbestos: What is your list of trace metals?

Answer: The Trace Metals we require are: Arsenic, Barium, Beryllium, Cadmium, Chromium, Copper, Lead, Manganese, Mercury, Nickel, Selenium, Antimony, Thallium, Uranium, and Zinc. Since Asbestos is a separate test and request, a separate section of your bid can address Asbestos.

9. On page 6, Section G – Microbiological Contaminants: bullet item 3 talks about the potential for up to 10,000 total coliform samples per year – I have the following questions about that:

- a. Is this a likely scenario that this large volume would need to be outsourced?
- b. If this volume were to be outsourced, would there be any lead-time/notice so that the lab could prepare for this work?
- c. If there is not sufficient lead time to prepare, can the lab only accept the amount of volume they are able to handle?

- Answers:
- 9a. It is a very unlikely scenario that this would happen.
 - 9b. If this were to occur it is hard to say if we would be able to provide you with a heads up this is going to occur. It would depend on the circumstance why we need to send the samples to you. But we would give you notice as soon as possible even if it was going to be a possibility. We would provide as much notice as possible
 - 9c. You can provide us with the number of samples that you can handle at one (1) time and we would do our best to keep in those limits. Basically how many samples you can handle in a day from us. You would only be able to receive what you can handle. Typically during peak season (summer time) you may get up to 100 to 150 samples a day.

10. On page 6, at the bottom – the detailed information that you are requesting for the past two year period is not readily available. We recently upgraded our internal LIMS system 15 months ago, and anything in this newer system is easy to produce, but going back two years is prior to the system. Is there any leniency or waiver that we may be able to request for some of this very specific/detailed information you are requesting?

Answer: Please just provide us with information dating back as far as you can. If you are unable to go back the 2 years provide a letter stating why you were only able to go back so far.