



7837 FAIR OAKS BOULEVARD
CARMICHAEL, CALIFORNIA 95608
TELEPHONE (916) 483-2452
FAX (916) 483-5509

Section 1: Proposal Requirements

The Carmichael Water District (District) is soliciting proposals from qualified analytical laboratories for water quality sampling, preservation, analysis, and reporting in association with the District water quality program. This contract will begin on July 1, 2010 and end on December 31, 2013.

1.1 Proposal Submittal Requirements

Proposals shall be submitted to the District in a seal envelope clearly marked "PROPOSAL FOR LABORATORY ANALYTICAL SERVICES ENCLOSED"

Proposals will be received at the address below until **4:00 PM Friday March 26, 2010**:

Carmichael Water District
Attn: Mark McClintock
7837 Fair Oaks Boulevard
Carmichael, CA 95608

Proposals received after the time listed above will not be accepted. Please submit three (3) copies of the proposal.

The District may be reached at (916) 483-2452. All questions regarding your proposal should be submitted in writing and any response by the District will be addressed by written addendum.

The Proposal shall include the following:

- Complete copy of this Request For Proposal.
- Certification by the State of California for Laboratory Water Analysis identified in the Scope of Work and as required for Public Water Supply reporting to the California Department of Public Health (CDPH). Certificates shall also be submitted for all subcontract laboratory service providers.

- Complete list of Laboratory Capabilities to perform those analysis identified in the Scope of Work include all subcontract laboratory support. Also include relevant experience in the field of water sampling and testing.
- List of local contacts, project manager and location of laboratory.
- List of three references in which comparable sampling and testing were performed.
- Sample of laboratory report format.

The District reserves the right to reject any and all Proposals and to waive any and all irregularities in Proposals not involving price, time or changes in the Work. The District reserves the right to reject any nonconforming, nonresponsive, incomplete, unbalanced or conditional Proposals. The District also reserves the right to reject the Proposal of any Proposer that in the District's judgment would not be financially or otherwise responsible or that does not meet pertinent minimum experience criteria established by the District.

1.2 Sample Agreement

Compliance with the conditions described in the Sample Agreement provided in Appendix A shall be included in the cost of services submitted in the Proposal. Any exceptions shall be identified in writing in the Proposal.

1.3 Additional Investigation

It is the responsibility of each Proposer before submitting a Proposal to (a) examine the Proposal Documents thoroughly; (b) visit the site(s) to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work; (c) conduct further evaluation of conditions to the extent the Proposer considers necessary; (d) consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work; (e) study and carefully correlate Proposer's observations with the Proposal Documents; and (f) notify the District of all conflicts, errors or discrepancies in the Proposal Documents.

The Scope of Work provides a summary of the District's water quality program, current District sampling locations, and required minimum sample, analysis, and reporting requirements.

Section 2: Scope of Work

2.1 District's Water Quality Program

The District is located in eastern Sacramento County and provides domestic water supply to a population of approximately 43,000 persons. The District maintains five (5) active and three (3) standby groundwater wells and one surface water treatment plant as sources of supply. The District also maintains six (6) interties with neighboring water purveyors under mutual assistance agreements for use under emergency conditions. For testing locations, District maps will be provided on request.

The District's Water Quality Program includes the following primary components:

1. Bajamont Water Treatment Plant Monitoring Plan – Title 22 Testing for the District's microfiltration membrane surface water treatment plant as prescribed by CDPH.
2. Groundwater Well Monitoring Plan – Wellhead sampling.
3. Distribution System Monitoring Plan – Bacteriological system sampling to include ten (10) sites per week. Quarterly TTHM/HAA5 sampling at three (3) sites.

2.2 Scope of Work

The following sections describe the water quality sampling, analysis and reporting requirements.

2.2.1 Sample Collection

Laboratory services shall consist of furnishing all materials, labor, equipment, and incidentals necessary to collect, transport, and preserve all samples. The laboratory shall physically collect all samples from the source without supervision by District staff. Samples shall be collected by qualified laboratory personnel and shall be delivered to the laboratory no later than 24 hours after collection. **Provide information on where each individual sample will be analyzed and if it is necessary for the service to subcontract any analytical work.**

The laboratory shall provide all sample containers, bottles, sample coolers, and documentation necessary to collect, maintain and complete the laboratory analysis described herein. The laboratory shall preserve samples as prescribed in standard laboratory practice and in accordance with specific procedures for laboratory analysis of named constituents.

2.2.2 Analysis and Reporting

Analysis shall be for the constituents as listed under proposal pricing and shall be by the method or methods accepted by the California Department of Public Health (CDPH) for public water supplies. Reporting shall be both electronic and hard copy with direct submittal to CDPH.

Section 3: Proposal Pricing

3.1 Constituent Testing

Please provide complete pricing on each of the following individual water tests: Four year (4) quantity reflects the District's total number of tests for the term of the contract. Unit Cost shall represent an all inclusive cost for each single constituent tested. Four year (4) cost represents the total cost to the District for the contract term.

Constituent	4 yr. Quantity	Unit Cost	4 yr. Cost
1. TTHM	48		
2. HAA5	48		
3. Coliform Bacteria	2080		
4. VOC	128		
5. NDMA	128		
6. Perchlorate	128		
7. 1,4 Dioxane	32		
8. General Mineral	32		
9. General Physical	32		
10. Original Inorganic	32		
11. Nitrate and Nitrite	40		
12. Giardia, Crypto	24		
13. SOC	4		
14. Lead & Copper	31		
Totals			

The following table shall be used in completing the Proposal. This may not be an all inclusive list based on additional CDPH requirements not yet established. Additional information, rate schedules and summaries may be provided; however, to be responsive participants must include requested pricing information from the above table. Partial submittal or proposing on any portion of the identified analysis may result in rejection of the proposal and bid.

NOTE:

State whether your concern is a corporation, a co partnership, private individual, or individuals doing business under a firm name:

If the bidder is a Corporation, the bid must be executed in the name of the Corporation. If the Bidder is a Corporation, fill in the following sentence:

"This Corporation is organized and existing under and by virtues of the laws of the State of _____."

If the bidder is a partnership, the bid must be executed in the name of the partnership and one of the partners must subscribe his or her signature thereto as the authorized representative of the partnership.

Basis for Award – The low bidder shall be the responsive, responsible bidder. Bidders must bid on all items. Any bid, which fails to cite a unit price for each item, shall be rejected as non-responsive. Current Carmichael Water District (District) Policy does not require the District to award a contract based on low bid.

FIRM NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

DESIGNATION OF SUBCONTRACTORS – PROPOSAL FORM

Each bidder shall set forth below the name and the location of the shop or office of each subcontractor and the portion of work to be performed by each subcontractor.

If the Bidder fails to specify a subcontractor for any portion of the work to be performed under the proposal, he/she shall be deemed to have agreed to perform such portion himself/herself, and he/she shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subcontracting of any portion of the work as to which no subcontractor was designated in the original proposal shall only be permitted in cases of emergency or necessity, and then only after a finding reduced to writing by the said client.

PORTION OF WORK

SUBCONTRACTOR
