

## AGREEMENT

24-0687-RFP

Laboratory Testing And Field Sampling Services- Water, Solids, And Chemicals

This Agreement (the "Agreement" or "Contract") is entered into on the date last executed below ("Effective Date") by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 ("COUNTY") and Advanced Environmental Laboratories Inc. whose primary address is 6681 Southpoint Parkway, Jacksonville, FL 32216 (hereinafter "CONTRACTOR") (jointly, the "Parties").

***NOW, THEREFORE, the Parties agree as follows:***

### A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Solicitation Section 4, titled Special Conditions attached as Exhibit C.
  - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
  - e. Contractor's response to Solicitation Section 6, titled Scope of Work / Specifications attached as Exhibit E.
  - f. Contractor's response to Solicitation Section 9, attached as Exhibit F.
  - g. Price Page attached as Exhibit G
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

### B. Term

1. The initial term of this Agreement is 36 months from the Effective Date ("Contract Term"). At the end of the initial term, this Agreement may be extended for Two (2) additional twelve (12) months or such other renewal terms agreed to by the Parties.

**C. Expenditures Cap**

1. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit G. County expenditures under the Agreement will not exceed \$463,335.00 for the Contract term without a written amendment to this Agreement.
2. In no event will annual expenditures exceed \$154,451.67 within any given fiscal year without a written amendment to the Agreement.

**D. Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

Pinellas County, a political subdivision  
of the State of Florida

Contractor:

By: \_\_\_\_\_  
Signature

Charles Ged  
Authorized Signature

Name: \_\_\_\_\_  
Typed, printed, or stamped

Charles Ged  
Printed Authorized Signature

Title: \_\_\_\_\_

President  
Title Authorized Signature

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

**APPROVED AS TO FORM**

By: Keiah Townsend  
Office of the County Attorney

## Exhibit C – Special Conditions

### 3. Special Terms & Conditions

#### 3.1. INTENT

It is the intent of Pinellas County to establish an Agreement for Laboratory Testing And Field Sampling Services- Water, Solids, And Chemicals to be ordered, as and when required.

#### 3.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) *(if the Agreement includes software, online, or digital content services)*

Any terms required by law

#### 3.3. PRICING/PERIOD OF CONTRACT

Duration of the Agreement will be for a period of 36 months with unit prices adjustable at twelve (12) month after the date of award and thereafter annually for the life of the contract, in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.

It is the Contractor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence annually, the Contractor's request for adjustment will be submitted between 90-120 days prior to Agreement anniversary date, utilizing the available index at the time of request. The Contractor adjustment request will not be in excess of the relevant pricing index change. If no adjustment request is received from the Contractor, the County will assume the Contractor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90-120 day period above will not be considered.

### 3.4. TERM EXTENSION(S) OF CONTRACT

The Agreement may be extended subject to written notice of agreement from the County and successful respondent, for two (2) additional twelve (12) month extension(s) beyond the primary contract period. Term extensions will allow for price adjustments (Decrease/Increase) in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: Consumer Price Index (CPI) Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior to extension. The extension shall be exercised only if all terms and conditions remain the same and the County grants approval.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised extension period, the vendor's request for adjustment should be submitted at time of the extension request from the County, utilizing the available index at the time of request. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the extension term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new extension period may not be considered. County has the right to request pricing decreases at any time.

### 3.5. PRE-COMMENCEMENT MEETING

A Pre-commencement meeting will be held after the award of the Agreement and before the Agreement has started. Facility Representatives from all departments will be present to discuss their locations and any special instructions that may need to take place.

### 3.6. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

### 3.7. SERVICES

***The terms below are applicable if the Solicitation includes the provision of SERVICES:***

1. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

### 3.8. GOODS & PRODUCTS

***The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:***

1. **DELIVERY/CLAIMS** - Prices quoted will be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) will be identified at time of order. Successful Contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

### 3.9. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

## Exhibit D – Insurance Requirements

### 5. Insurance Requirements

#### 5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

#### 5.2. INSURANCE (Requirements)

1. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
2. **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
3. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.

4. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) and to CTrax c/o JDi Data at [PinellasSupport@ididata.com](mailto:PinellasSupport@ididata.com) by the Vendor or their agent prior to the expiration date.
  1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org). Nothing contained herein shall absolve Vendor of this requirement to provide notice.
  2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement.
5. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.
  1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall
    1. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
    2. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
    3. Provide that County will be an additional indemnified party of the subcontract;
    4. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
    5. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions

6. Assign all warranties directly to the County; and
  7. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
6. Each insurance policy and/or certificate shall include the following terms and/or conditions:
1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
  2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
  3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
  4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

### ***5.3. WORKERS' COMPENSATION INSURANCE***

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

1. Limits
  1. Employers' Liability Limits Florida Statutory
    1. Per Employee \$ 500,000
    2. Per Employee Disease \$ 500,000



3. Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

**5.4. COMMERCIAL GENERAL LIABILITY INSURANCE**

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

1. Limits

1. Combined Single Limit Per Occurrence \$ 1,000,000
2. Products/Completed Operations Aggregate \$ 2,000,000
3. Personal Injury and Advertising Injury \$ 1,000,000
4. General Aggregate \$ 2,000,000

**5.5. PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE**

Minimum limits as follows. If "claims made" coverage is provided, "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing "claims made" insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

1. Limits

1. Each Occurrence or Claim \$ 2,000,000
  2. General Aggregate \$ 2,000,000
2. For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

## ***5.6. PROPERTY INSURANCE***

Vendor will be responsible for all damage to its own property, equipment and/or materials.

## Exhibit E – Scope of Work/Specifications

### 6. Scope of Work / Specifications

#### 6.1. OBJECTIVE/JUSTIFICATION

To establish a contract for laboratory testing and field sampling services, including, but not limited to, the National Environmental Laboratory Accreditation Conference/The NELAC Institute ("NELAC/TNI") Fields of Accreditation: Drinking Water, Non-Potable Water, and Solids and chemical Materials.

#### 6.2. AWARD OF MULTIPLE VENDORS

The County may award this contract to multiple vendors. This will provide the County with redundancies for critical services.

#### 6.3. REQUIREMENTS

1. The following documents are required as part of the evaluation criteria and should be included with your RFP submission. Failure to provide the documents prior to RFP deadline will result in the submission being deemed non-responsive. Documents requested here are preferred in electronic format that are clearly titled to match with each item listed below.
  1. The most recent Florida Department of Health, Environmental Laboratory Certification Program Certificate.
  2. The most recent Florida Department of Health, Environmental Laboratory Certification Program Scope of Accreditation.
  3. Copies of the last two (2) full lab, biennial On-site Assessments, including associated Corrective Action Plans.
  4. Copies of sub-contracted laboratory (s) Florida Department of Health, Environmental Laboratory Certification Program Certificates and Scopes.
  5. Florida Department of Health, Environmental Laboratory Certification Program approved NELAC/TNI Quality Manual.
  6. The results from the two (2) most recent Water Pollution ("WP") and Water Supply ("WS") NELAC/TNI Proficiency Testing Studies - full scope studies.
  7. Examples of typical Reports, Invoices, and Chain of Custody ("COC")s.

8. Statement that the proposer will adhere to the latest certification requirements as listed in the Florida Administrative Code ("FAC") 64E-1 for the duration of the contract.
9. Website and login credentials to view Client Portal (however named).
10. Attachment A - Certifications, NELAC/TNI accreditation listing by test method and by laboratory; fully completed to include sub-contract laboratories.
11. Attachment B - Advertisement Price Page, Ad by test method; fully completed to include sub-contracted laboratories.

#### 6.4. SCOPE OF WORK

The County is seeking to establish a multi-year contract with experienced, qualified laboratories for the provision of Laboratory Testing Services and Field Sampling to include, but not limited to NELAC/TNI Fields of Accreditation: Drinking Water, Non-Potable Water, and Solids & Chemical Materials. The contract shall only be awarded to laboratories that are NELAC/TNI-certified by the Florida Department of Health's Environmental Laboratory Certification Program for the contract term. The successful proposer(s) shall furnish all labor, equipment, analytical instrumentation, vehicles, supplies, materials, and incidentals necessary to fulfill the requirements of the contract. To be considered for award of the contract, interested laboratories are required to meet or exceed the following Minimum Specifications and shall present proof of qualifications during the RFP process.

#### Minimum Specifications:

*Proposer may make references to proposer's Quality Manual in proposer's answers to some of these questions, but the proposer is also expected to provide specific answers to these questions in addition to any Quality Manual references.*

***NOTE: Proposers must respond to each item below in the order listed, clearly referencing each item identification to the associated response (i.e. 1.a with the associated response, 1.b with response, etc.). It is recommended to use the outline form below to address each item in the order they appear here.***

#### 6.5. Communication

1. Describe the proposer's main point of contact(s) and their backups:
2. Working days and hours
3. Methods for communication
4. Turnaround for responses
5. Describe the Quality Assurance Manager/Officer's (however named):
6. Working days and hours

7. Methods for communication
8. Turnaround for responses
9. Describe frequency and content for review of the proposer's performance with the County Project Manager. Is the proposer willing to provide a year-end summary report listing the issues incurred during the year as well as how issues were resolved so as to prevent future occurrences?
10. Describe how various types of communication are handled between the proposer and the County. Include any computer-based capabilities here as well. Describe response times for inquiries.
11. Bottle Orders
12. Sample Pickup & Delivery
13. New Projects' Setup
14. Changes in Work
15. Quotes
16. Report Issues
17. Invoice Issues
18. Quality Assurance/Quality Check ("QA/QC") Issues
19. General Questions

#### 6.6. Bottle Orders

1. Describe the process by which the County will order bottles.
2. List point(s) of contact for this service
3. List any computer-based system/client portal for ordering bottles
4. Include days/hours that this service (ordering) is available.
5. Describe the types of bottles used: new, certified, re-used, etc., and the documentation that proves their fitness for use
6. Describe documents included with bottle orders
7. Include COC-related information, including formats available
8. Include bottle labeling information
9. Include how acids/preservation are tracked
10. Include how bottle lots are tracked

11. Include Analyte-Free Water information that is provided (i.e. type and containerization date)
12. Include how kits are packed to prevent breakage
13. Include a mechanism that can be utilized to detect preservation leakage upon receipt at the Pinellas County Laboratory
14. Describe how bottles and associated documents are delivered to the County and the frequency.

Describe the process of handling incorrect bottle orders or missing bottle orders. Include the timeframe for delivering the corrected/missing bottles

### 6.7. Sample Delivery

1. Describe the process by which the County's samples will be picked up and delivered to the proposer's primary laboratory facility.
2. List point(s) of contact for this service
3. List any computer-based system for this service
4. Include days/hours that this service (delivery) is available.
5. Describe the frequency of sample pickup and delivery
6. List response time after being notified of a sample pickup.
7. Describe responsibilities related to packing samples into coolers
8. Describe documents used for sample deliveries
9. Describe Chain of Custody (COC) usage
10. Describe the ability to deliver all samples uncompromised within regulated hold times (per 40CFR136 Table II, Department of Environmental Protection ("DEP") Standard Operation Procedure ("SOP") FS1000, and/or specific method requirements) for all tests.
11. Describe how the proposer notifies the County Point of Contact of the samples received, including the pertinent receipt, sample, and test information logged into the proposer's LIMS
12. Describe the process for detecting errors or omissions related to samples and/or COCs received at the proposer's primary location, including notifications.
13. Describe how samples are logged into proposer Laboratory Information Management System ("LIMS"), i.e., how different groups of samples are differentiated from each other.

14. Describe the processes by which the County's samples will be delivered to all subcontracted laboratories (internal to the parent organization and external to the parent organization).
15. Should the proposer not be able to provide Sample Delivery service during the dates/hours listed in 3.a.iii above, with proper notice, is the proposer willing to reimburse the County's costs to deliver the samples to the proposer's primary location?
16. Describe the process used to ensure proper state licensure, safety records, and the frequency of checks of proposer couriers.

## 6.8. Analytical Work

1. Referencing Attachment A, list analytes and/or methods that the proposer is unable to perform within their organization. Identify any analytes and/or methods that would be routinely subcontracted outside of the proposer's parent organization. Also, include prices for routinely subcontracted tests on Attachment A.
2. Is the proposer willing to provide a statement that the proposer will adhere to the latest certification requirements as listed in FAC 64E-1? If willing, provide a statement to this effect.
3. Describe the process of organizing County work/projects within proposer LIMS to ensure that reports and invoices are set up so that each project and associated samples are uniquely identifiable by the project for the County. Also, discuss whether the proposer will be able to utilize County nomenclature.
4. Describe how the proposer ensures that all analytical work is performed within regulated hold times (per 40CFR136 Table II, specific method requirements, and FDEP SOP FS1000).
5. Describe the process for when sample preparation and/or analysis is performed outside of regulated hold times, including the notification process.
6. What percentage of samples' preparation and/or analysis was performed out of hold times related to proposer error in the 2023 calendar year? (percentage of prep/tests run out of hold compared to the total number of tests performed at the primary testing facility to be used for this contract).
7. Describe the process when analytical equipment that would normally be used for County sample analyses is unavailable (out of service); include the notification process.
8. Describe the steps related to how analytical data is critically reviewed and approved prior to final reporting.

9. Describe the frequency of routine QC samples within batches and the typical QC samples utilized. For accuracy and clarity, this should be broken into general lab areas, such as Nutrients, Metals, Wet Chemistry, Microbiology, Organics, and Radiochemistry.
10. Is the proposer willing to run QC at a higher frequency for County projects?
11. Describe the steps (Corrective Actions) utilized when laboratory QC samples fail, or trip blanks fail. For accuracy and clarity, this should be broken into general lab areas, such as Nutrients, Metals, Wet Chemistry, Microbiology, Organics, and Radiochemistry. Is the proposer willing to provide this information upon request to the county?
12. Describe the use of Data Qualifiers and the source of the Data Qualifiers used. Include where these Data Qualifiers are defined.
13. Describe the protocol for the County to request reanalysis and any associated additional charges related to reanalysis.
14. Describe the ability to meet analytical Method Detection Limit ("MDL") Limit of Detection ("LOD") and Practical Quantitation Limit ("PQL") Limit of Quantification ("LOQ") requirements as listed in FAC 62.550; also, specifically list any exceptions by Method and Analyte. Describe the ability of analytical MDLs (LODs) to be adequate to determine compliance with surface water, groundwater, and biosolids standards as listed in State and Federal regulations (i.e., FAC 62-302 Surface Water Quality Standards).
15. Describe how different sample matrices are analyzed within batches in relation to the associated QC samples.
16. Describe the process for County-requested special notifications (usually related to regulatory exceedances).

## 6.9. Field Sampling

1. All fieldwork, sample collection and preservation, sample methodologies for listed criteria, data evaluation, and quality assurance/quality control must be conducted in accordance with the following the-then-current Florida Department of Environmental Protection ("FDEP") permit links. The Contractor is responsible for ensuring they are following the most current directive of each permit as directed by the FDEP.

A. Permit No. 1 - [Bridgeway Acres Class I Landfill Permit number 34184-022-SO-01 link](#).  
(Appendix 3, Water Quality Monitoring Plan)



B. Permit No. 2 - [Toytown Closed Class I Landfill Permit number 6933-006-SF/14](#) (Appendix 4, Water Quality Monitoring Plan)

## 2. Sampling Events

A. Groundwater sampling at Bridgeway Acres, 3095 114<sup>th</sup> Ave N., St. Petersburg

- i. Total of 23 wells
- ii. Semi-annual during the period from Jan. 1 – June 30 and July 1 – Dec. 31

B. Groundwater sampling at Toytown 16<sup>th</sup> Street N, south of Roosevelt Blvd., St. Petersburg

- i. Total of 13 wells
- ii. Semi-annual during the period from Jan.1 – June 30 and July 1 – Dec. 31

C. Surface water sampling at Toytown, 16<sup>th</sup> Street N, south of Roosevelt Blvd., St. Petersburg

- iii. One site located in the northeast storm water pond
- iv. Semi-annual during the period from Jan.1 – June 30 and July 1 – Dec. 31

## 3. Additional Services:

- A. Contractor shall schedule sampling events during weekdays (Mon-Fri, 8 am-5 pm) and communicate to the County Environmental Compliance Officer for site arrival and departure
- B. Adhere to all policies and procedures while on-site. i.e., the Contractor must sign in/out at the front desk and obey posted signage, such as speed limits. The Contractor must adhere to OSHA standards. In any instance where our site standards are more stringent than OSHA standards, we will notify the contractor directly.
- C. The Contractor must provide all equipment, tubing, and preservatives necessary for sampling (bottles will be provided by laboratory)

- D. Include briefing via email to [sheffner@pinellas.gov](mailto:sheffner@pinellas.gov) or phone call to 727-464-7582 at the end of sampling events to inform the County of site conditions, notable findings, or anomalies
- E. Coordinate with laboratory for courier sample pick-up or drop-off
- F. Contractor shall respond within one (1) business day to a request for resampling events (any extraneous sampling will not be assumed in this scope)

## 6.10. Reports and Invoices

1. Describe how reports and invoices are uniquely identified.
2. Describe how reports and invoices are unequivocally linked to each other for a single Chain of Custody of samples/tests.
3. Does the proposer have the ability to send reports and invoices electronically to multiple recipients?
4. List the normal delivery timeframes for reports with invoices; list all timeframes for tests listed in Attachment A if there is more than one timeframe. Also include delivery timeframes for reports with invoices for sub-contracted work.
5. List the items that are included on invoices.
6. List the items that are included in reports. Include a description of how QC samples are associated with Pinellas County samples within reports. Describe how proposer's reports comply with the requirements in FAC 62-160.340.
7. Does the proposer have the ability to deliver reports in the following formats on a regular basis:
  8. Standard Laboratory Report (pdf) with related QC included - that meets all NELAC/TNI criteria (compliance with most recent FAC 64E-1)
  9. FDEP WIN (Watershed Information Network) - latest version
  10. FDEP Adapt (Automated Data Processing Tool) - latest version
  11. FAC 62-550.730: all formats - latest versions
12. Describe items on pages 1 and 3 of the 62-550.730 Chemistry Report that the proposer is willing to fill out based on information provided on the associated COC.
13. Custom EDDs
14. UCMR (Unregulated Contaminants Monitoring Rule - 40 CFR Part 141) - latest version
15. Is the proposer registered as an active user on the EPA CDX\SDWRS\UCMR# internet-based reporting system?

16. Does the proposer provide Case Narratives with reports? If so, describe the frequency and typical usage if not included with every report.
17. Does the proposer have an online access/client portal for viewing data, reports, and invoices? If so, describe the capabilities and security.
18. Describe any surcharges, waste disposal charges, environmental impact fees, and any other fees that may be charged for work related to the items listed in Attachment A.
19. Discuss any charges related to the proposer laboratory/method required Blanks (i.e., Trip Blanks, etc.).
20. Describe any differences in cost for work that the proposer subcontracts:
21. Within their organization
22. Outside their organization
23. Describe how subcontracted data is reported.
24. Describe how subcontracted laboratories are paid and by whom.

Describe how long data and reports are retained.

### 6.11. Miscellaneous

1. Is the proposer willing to bear the costs related to resampling by the County should the proposer fail to analyze samples within hold time or obtain a questionable result due to:
  1. Damaging a sample in their possession
  2. Losing a sample
  3. Contaminating a sample
  4. Other proposer error
  5. If willing, provide a statement to this effect.
2. Describe how long samples are retained after the final report and invoice are delivered to the County.
3. Is the proposer open to on-site inspections during normal business hours by the County with notice?
4. Is the proposer willing to submit prices for items listed in Attachment A? Also, provide how those prices may/may not change during the contract period. If willing, provide a description of this process.

5. Is the proposer willing to accept work not listed in this RFP? Describe how this work will be quoted to the County.
6. Describe the process to be used when the proposer needs to substitute a test method for the one that was requested. Include documentation to be provided to the County and the time frame for communicating this information.

## Exhibit F – Contractor’s Response

Solicitation 24-0687-RFP

Laboratory Testing and Sampling Services– Water, Solids, Chemicals

Submitted to:

Pinellas County

Pinellas County Courthouse Annex Bldg., Sixth Floor  
Clearwater, FL 33765

Submitted by:



Advanced  
Environmental  
Laboratories, Inc.

Contact Person: Todd Romero  
Email: [tromero@aellab.com](mailto:tromero@aellab.com)

Address:

Advanced Environmental Laboratories, Inc.  
9610 Princess Palm Avenue  
Tampa, FL 33619  
Phone: 813-630-9616, FAX: 813-630-4327  
Direct: 352-538-4939

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## TAB 1: Qualifications

**A: PROVIDE THE MOST RECENT FLORIDA DEPARTMENT OF HEALTH (FDOH), ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM (ELCP) CERTIFICATE, TO DEMONSTRATE COMPLIANCE WITH FLORIDA ADMINISTRATIVE CODE (FAC) 64E-1.**

*Appendix A and Attachment A-Certifications*

**A(1): PROVIDE THE MOST RECENT FLORIDA DEPARTMENT OF HEALTH, ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM SCOPE OF ACCREDITATION, TO DEMONSTRATE COMPLIANCE WITH FLORIDA ADMINISTRATIVE CODE (FAC) 64E-1.**

*Appendix A and Attachment A-Certifications*

**A(2): PROVIDE A STATEMENT THAT THE PROPOSER WILL PROVIDE THE COUNTY PROJECT MANAGER WITH ALL RENEWAL CERTIFICATES AND SCOPES WITHIN 30 DAYS OF RECEIPT FROM THE STATE FOR THE DURATION OF THE CONTRACT.**

*AEL will provide Pinellas County with renewal Certificates and Scopes within 30 days of receipt. AEL also posts these on our website [www.aellab.com](http://www.aellab.com).*

**B: DESCRIBE THE PROPOSER PROCESS FOR NOTIFYING THE COUNTY PROJECT MANAGER OF CHANGES MADE RELATED TO THE EPA METHOD UPDATE RULE AND/OR OTHER REGULATORY RELATED CHANGES.** *AEL Quality Assurance Team continually monitors changes in EPA and FDEP regulations. The QA Team notifies the AEL Client Services Group which includes the Tampa Lab Manager and Tampa Project Manager for this contract. The Project Manager will email a synopsis of the rule changes and will follow up with a phone call to answer any questions. Where available, citations from the regulations will be attached to the email.*

**C: IS THE PROPOSER WILLING TO PROVIDE THE COUNTY WITH THE TWO MOST RECENT, FULL-SCOPE WATER POLLUTION (WP) AND WATER SUPPLY (WS) NATIONAL ENVIRONMENTAL LABORATORIES ACCREDITATION CONFERENCE (NELAC)/TRAINING NEEDS IDENTIFICATION (TNI) PROFICIENCY TESTING STUDIES? IF WILLING, INCLUDE AFOREMENTIONED STUDIES WITH RFP RESPONSE.**

*Appendix B*

**D: PROVIDE A DESCRIPTION OF THE NUMBER OF YEARS THE PROPOSER HAS OPERATED AS A NELAC/TNI-CERTIFIED ENVIRONMENTAL LABORATORY IN THE STATE OF FLORIDA**

*30 years. AEL was founded in 1994 and is still owned by the same sole proprietor, Charles Ged. He opened AEL with himself and one analyst, and a dream of one day building his small company into the best lab in Florida. Today, AEL is well on its way with a network of eight facilities and over 1,000 clients across the state. Staffed by professionals knowledgeable about the local regulatory environment, AEL places a premium on providing personalized service and a top quality product to every client, be they billion dollar corporations or a small home builder.*

**E: PROVIDE THREE REFERENCES OF MUNICIPALITIES SIMILAR IN SIZE AND SCOPE OF WORK TO PINELLAS COUNTY THAT HAVE USED THE PROPOSER IN THE LAST THREE YEARS.**

Reference #1

Client Name: Pinellas County Utilities  
Client Address: 1620 Ridge Rd., Bldg. B, Largo, FL 33778  
Client Contact Name: Terri Grimes  
Client Contact Phone Number: 727-582-2322  
Client Contact Email Address: tgrimes@pinellas.gov  
Brief Description: AEL performs their supplemental over-flow laboratory analysis as needed including courier services. We perform drinking water, stormwater, landfill MW, and groundwater analyses and landfill sampling.  
Performance Period: 2019 to currently on-going

Reference #2

Client Name: Tampa Bay Water  
Client Address: 8865 Pump Station Road, Land O'Lakes, FL 34639  
Client Contact Name: Stephen Cantin  
Client Contact Phone Number: 813-929-4514  
Client Contact Email Address: scantin@tampabaywater.org  
Brief Description: AEL provides supplemental analytical services for their drinking water, groundwater, surface water including tests for SOC's, metals and nutrients. We also serve as their overflow laboratory for analytical services.  
Performance Period: 2016 to currently on-going

Reference #3

Client Name: St. Johns County Utilities  
Client Address: 860 W. 16th Street, St. Augustine, FL 32080  
Client Contact Name: Kevin Johns  
Client Contact Phone Number: 904-209-2662  
Client Contact Email Address: kjohns@sjcfl.us  
Brief Description: AEL serves as the supplemental over-flow lab for the County's lab performing wastewater, drinking water, stormwater, and environmental sample testing. The lab provides sampling services as needed (grabs and composite), and also works for the County's Engineering Department, Parks Department, and Board of County Commissioners on various other projects.  
Performance Period: 2009 to currently on-going

**F: LIST HOURS OF DAYS AND HOURS OF NORMAL OPERATION. LIST ALL DAYS WHERE THE CONTRACTOR LABORATORY IS CLOSED (OTHER THAN WEEKENDS).**

*Sample receipt is open Monday through Friday, 7:00 am to 6:00 pm, and on Saturday and Sunday from 9:00 am until 2:00 pm. The Contractor provides micro and limited short-hold chemistry tests available. With more chemistry tests available if prearranged. Proximity to locations to assist if emergencies arise.*



*Off-hour sample receipt is readily available by contacting the Lab to make arrangements. The lab runs using staggered shifts to accommodate sample flow and client needs, with general operating hours of 6:00 am until 7:00 pm Monday-Friday, and 9:00 am till 2:00 pm on weekends. Except for emergencies, AEL is closed New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, and Christmas.*

**G: PROVIDE A DETAILED DESCRIPTION OF THE PRIMARY LABORATORY FACILITIES, INSTRUMENTATION, AND METHODOLOGIES THAT WILL BE USED FOR THIS CONTRACT. ALSO DISCUSS THE FACILITIES, INSTRUMENTATION, AND METHODOLOGIES OF OTHER PROPOSER LOCATIONS THAT MAY BE UTILIZED FOR THE WORK LISTED IN ATTACHMENT A. ALSO DESCRIBE THE ABILITY OF THE PRIMARY LABORATORY FACILITY'S LOCATION BEING STRATEGICALLY SITUATED TO PINELLAS COUNTY TO ENSURE THAT ALL SAMPLES WILL BE ANALYZED WITHIN THEIR REGULATED HOLD TIMES (PER 40CFR136 TABLE II AND/OR SPECIFIC METHOD REQUIREMENTS).**

*Capabilities*

*AEL's Tampa Laboratory will be our lead lab for this contract. All Project Management, Quality Control, and the vast majority of testing services would be supplied by the personnel at this facility. The 10,200 square-foot facility is owned by AEL and is located in the Sable Park area of Tampa. It is a stand-alone brick building, which houses only AEL's full service laboratory – and does wet chemistry, volatile organics, semivolatile organics, metals, microbiological, and nutrient testing for drinking water, wastewater, and soil samples in-house with over 40 local staff. AEL Tampa is the largest commercial laboratory with most services located in the Tampa/St Petersburg area. The primary support lab for the contract will be AEL's Jacksonville Laboratory, and this lab would provide most any testing not performed by AEL-Tampa. AEL-JAX is a stand-alone 8,600 square foot block building owned by AEL, and located in the Southpoint area of Jacksonville. The addresses for these two labs and AEL's other facilities supporting this contract are located below along with sub contract laboratories, not a part of AEL.*

*AEL – Tampa- Lead Lab (Drinking Water/Non-Potable Water/Solids for wet chemistry, volatile organics, semivolatile organics, metals, microbiological, and nutrient testing)  
9610 Princess Palm Avenue  
Tampa, FL 33619  
Phone: 813-630-9616, FAX: 813-630-4327*

*AEL – Jacksonville- Primary Support Lab ((Drinking Water/Non-Potable Water/Solids for wet chemistry, volatile organics, semivolatile organics, metals, and nutrient testing)  
6681 Southpoint Parkway  
Jacksonville, FL 32216  
Phone: 904-363-9350, FAX: 904-363-9354*

*AEL – Gainesville (MBAs, Cyanide)  
4965 SW 41<sup>st</sup> Blvd.  
Gainesville, FL 32608  
Phone: 352-377-2349, FAX: 352-395-6639*

*AEL – Miami-Secondary Support Lab ((Drinking Water/Non-Potable Water/Solids for wet chemistry, volatile organics, semivolatile organics, metals, and nutrient testing)  
10200 USA Today Way  
Miramar, FL 33025  
Phone: 954-889-2288, FAX: 954-889-2281*

*Actual Instrumentation is included in section 7 of the AEL Quality Manual submitted with this proposal. The Facility information is listed in Reference K. The methodologies are listed on Attachment A FDOH Certs/Scopes*

**H: PROPOSER WILL/WILL NOT PROVIDE A STATEMENT THAT THEY EMPLOY SUFFICIENT PERSONNEL, AND THAT THEIR LABORATORY STAFF HAVE THE REQUIRED TRAINING, KNOWLEDGE, AND EXPERIENCE TO PERFORM THEIR WORK IN ACCORDANCE WITH NELAC/TNI STANDARDS AS WELL AS ALL APPLICABLE REGULATORY REQUIREMENTS. IF WILLING, PROVIDE A STATEMENT TO THIS EFFECT. IN THE EVENT THE PROPOSER CERTIFICATION IS SUSPENDED FOR ANY METHOD, ANALYTE, OR GROUP OF ANALYTES, THE PROPOSER WILL NOTIFY THE COUNTY PROJECT MANAGER: VERBALLY WITHIN 24 HOURS OF SUSPENSION NOTICE RECEIPT IN WRITING WITHIN 7 DAYS OF SUSPENSION NOTICE RECEIPT AND WILL INCLUDE COPY OF THE CORRECTIVE ACTION PLAN SUBMITTED AND ACCEPTED BY THE FDOH ELCP-APPROVED CONTRACT ASSESSMENT PROVIDER.**

*The lead laboratory on this Pinellas contract will be AEL Tampa. All Project Management, Quality Control and the vast majority of the analytical testing will be performed by the personnel at this facility. We are centrally located in the Sable Park area of Tampa in a 10,200 square foot facility. The AEL Tampa full service laboratory performs wet chemistry, volatile organics, semi volatile organics, metals, microbiological and nutrient testing for drinking water, wastewater and soil samples. We have two full time sample technicians. We currently have over 40 employees to ensure this project will be successful. AEL has over 180 employees across the state to provide additional support when needed. To follow NELAC/TNI requirements all AEL personnel are required to read and sign AEL SOPs are understood. Analysts are required to attain IDOCs prior to any certified sample analyses. Analysts are notified and required to acknowledge any SOP changes made by the QA Staff.*

*AEL Quality assurance officer will notify the County Project Managers via email in writing within 7-days and verbal notification within 24 hours in the event of certification is suspended.*

**I: PROPOSER WILL/WILL NOT PROVIDE THE COUNTY WITH FLORIDA DEPARTMENT OF HEALTH (FDOH) ENVIRONMENTAL LAB CERTIFICATION (ELCP)-APPROVED CONTRACT ASSESSMENT PROVIDER ON-SITE LABORATORY ASSESSMENT REPORTS IN THIS RFP RESPONSE AND FOR EACH SUBSEQUENT ON-SITE ASSESSMENT FOR THE DURATION OF THE CONTRACT. IF WILLING, PROVIDE THE AFOREMENTIONED ASSESSMENT REPORTS AND CORRECTIVE ACTION PLAN RESPONSES.**

*See Appendix C. AEL will provide Pinellas County with full lab FDOH onsite laboratory assessment reports and corrective action plans throughout the contract duration as required.*

**J: DESCRIBE PROPOSER ORGANIZATIONAL STRUCTURE FOR THE PRIMARY LABORATORY FACILITY TO SERVICE THE COUNTY; INCLUDE ALL KEY PERSONNEL BY NAME AND TITLE. ALSO INCLUDE EDUCATIONAL CREDENTIALS AND NUMBER OF YEARS' EXPERIENCE SPENT WORKING IN NELAC/TNI-CERTIFIED ENVIRONMENTAL LABORATORIES IN THE U.S. LIST THE NUMBER OF FULL-TIME ANALYSTS AND SUPERVISORS WORKING IN EACH OF THESE AREAS: NUTRIENTS, METALS, WET CHEMISTRY, MICROBIOLOGY, ORGANIC EXTRACTATIONS, ORGANICS ANALYSES, AND RADIOCHEMISTRY. LIST THE AVERAGE NUMBER OF TESTS PERFORMED PER ANALYST PER MONTH IN EACH OF THESE AREAS.**

*Organization structure and personnel. (see Appendix D) Average number of tests performed per department per month.*

*Micro Department – 2 employees, 2800+ average tests per month*

*Wet Chemistry Department – 8 employees, 7000+ average tests per month*

*Semi Organic Department – 6 employees, 1300+ average tests per month*

*Volatiles Department – 2 employee, 1500+ average of tests per month*

*Metals Department – 3 employees, 2500+ average of tests per month*

**K: DESCRIBE THE QUALIFICATIONS OF PROPOSER'S PERSONNEL TO GIVE DEPOSITIONS OR TESTIMONY, IF REQUIRED BY PINELLAS COUNTY.**

*Depositions can be provided by Lori Mangrum, Corporate Quality Assurance officer, B.S. Chemistry, over 35 years of experience*

*Vivian Abare, Tampa Quality Assurance officer, B.S. –Biology, Environmental Science, over 5 years of experience*

*Michael Cammarata, Tampa Laboratory Manager, B.S. Microbiology/Chemistry, over 30 years of experience*

*Brandon Beck, Corp Operations Manager, M.S. Environmental Toxicology, B.S. Biology, over 17 years of experience*

**L: LIST THE MAIN POINT OF CONTACT (NAME AND TITLE) FOR THE PROPOSER AND THEIR BACK UP. IF THEIR CREDENTIALS WERE NOT INCLUDED IN #K (ABOVE), INCLUDE THEM HERE.**

*Point of contact for the Pinellas County contract: Sarah Noonan, Project Manager, and backup Heidi Parker, Project Manager. Ms. Noonan has 5 years of environmental experience. She has worked in Inorganics as a metals analyst and the past year as a Project Manager, specializing in compliance drinking water and wastewater clients.*

**M: LIST WHETHER THE QUALITY ASSURANCE MANAGER/OFFICER (HOWEVER NAMED) WORKS FULL-TIME OR PART-TIME IN THAT ROLE. IF PART-TIME, LIST THE PERCENTAGE OF TIME (BASED ON A 40 HOUR WEEK) THAT IS SPENT PERFORMING THE DUTIES OF THIS**

**POSITION.**

*Quality Assurance: Vivian Abare, QA officer is on staff at the Tampa laboratory. Lori Mangrum is AEL's Corporate QA officer. Both QA officers are full time and perform 100% of their time in the QA duty.*

**N: DESCRIBE THE PROCESS USED TO ACCEPT A SUB-CONTRACT LABORATORY, AND THE PERCENTAGE OF PINELLAS COUNTY WORK (AS LISTED IN ATTACHMENT A) BASED ON THE PERCENTAGE OF TESTS THAT WOULD BE SUBCONTRACTED PER CALENDAR YEAR.**

**(1) INCLUDE FDOH ELCP CERTIFICATIONS AND SCOPES THAT DEMONSTRATE SUB-CONTRACT LABORATORIES MEET THE REQUIREMENTS SET FORTH IN FAC 64E-1.**

*The AEL Project Manager will contact the subcontractor directly to confirm Method, MDL's and pricing are acceptable for the county project. Copies of the subcontractor FDOH certificates are provided to the QA officer who reviews and evaluates their information for subcontract approval. A copy of their certification is stored on the AEL Corporate server in the QA folder. From past work and current work with Pinellas County, AEL estimates to subcontract about 5 % of the analysis received from Pinellas County.*

*Certifications are in Appendix E.*

## TAB 2: Approach

As the incumbent laboratory for this contract, AEL over the past five years has a clear understanding working with Pinellas County to satisfy the requirements of the contract. Our labs have grown over the past five years but our upmost commitment to quality and client services has not been waived. Our core structure and approach to laboratory services are the following:

### ***OFFEROR'S APPROACH TO PROJECT MANAGEMENT AND PROVISION OF SERVICES***

AEL's Tampa Laboratory will be the primary provider of services under this contract.

At AEL, our method of operation is simple: hire the best people possible and provide them with an organizational framework which promotes quality throughout the entire operation. The organizational framework has four divisions: Client Services, Operations, Quality Assurance, and Corporate Support. A brief description for each is below:

Client Services: Composed of Project Managers (PMs) and Sales Staff. Their job is to service clients from beginning to end. A heavy emphasis is on facilitating communication between the client and the laboratory.

Operations: Lab Managers, Analysts, Sample Management, and Field Staff.

Simply put – they get the actual job done. They are backbone of the company.

Quality Assurance: Our QA Officers have three primary jobs: 1) help train and educate staff, 2) be the technical watchdogs evaluating our performance, and 3) help troubleshoot answers and solutions when issues arise.

Corporate Support: Composed of ownership, IT, Corp. Purchasing, and Business Administration. Their job is to take care of all the facility, business, and computer details, so everyone else can do their job. They keep the supplies coming, the lights on, and the computers humming.

All four Divisions above must rely upon each other to succeed. Hiring the right people creates an environment where self-motivation and peer pressure drives individuals and groups to excel. The four Divisions each have a corporate level manager. The Corporate Managers work as a team to evaluate each other's Divisions, using self-motivation and peer pressure to drive quality and success in their own roles as well.

AEL's belief is that if we make our client's life easier by providing a truly quality product (quality data and quality service at competitive rates), then AEL will be a success. AEL was founded on this principal and now 30 years later we are the largest laboratory network in Florida with eight laboratories.

A quality product starts with AEL PMs working closely with our clients and our own technical staff to develop analytical plans and testing schedules that meet both project requirements and laboratory capabilities. PMs help monitor the entire project for quality as it moves from initial inquiry, to quote, to kit delivery and return, through login, analysis, final reporting, and invoicing.

It is AEL's firm belief that most project problems are the result of poor communications. Therefore, AEL has a proactive policy regarding project management. AEL's PMs serve as the client/laboratory liaison, and keep in routine contact with both concerning progress or any issues that may arise. The inherent nature of our business (after all – we are often testing for unknowns) can, will, and does create unexpected delays. In addition, we can find unexpected results that may be of critical concern to our client's operations. In either case, our PMs' standard procedure is to notify clients at the earliest possible time and with as much information as possible.

To best serve Pinellas County, AEL has assigned Sarah Noonan and Heidi Parker as our dedicated Project Managers for this contract. Having been the Project Managers for several years under the current contract with Pinellas County, both PMs have immersed themselves in the overall requirements of Pinellas County and of the permits and site requirements. Ms. Parker is experienced with the type of services the County requires and has always had a good reputation with her clients for her service and dedication. Ms. Noonan has been helping support the Pinellas County contract for a few months now and being supported by Ms. Parker. She has started coordinating the scheduling of landfill projects and field activities, doing reporting and invoicing, and has become the point of contact between the County and AEL.

This contract will be also supported by: Mr. Cammarata, our Tampa Laboratory Manager; Vivian Abare, our Tampa QA Officer; and Scott Clark, our Corporate IT Director (who works out of our Tampa Laboratory).

AEL's laboratories are all connected with a single live database LIMS. Data reported in Jacksonville or Miami is available instantly – not after a synchronization which other labs still employ. And while the vast bulk of all the samples from Pinellas County will be analyzed in our Tampa lab, AEL will have the ability to utilize our other labs in Florida should any issue arise. This can help when balancing workloads is needed to ensure turn-around-times are met. It is especially beneficial should weather cause evacuations or storm damage – AEL more options than any other lab in Florida to get the job done. AEL upgraded our LIMS in 2021 to a new version of Horizon.

AEL also has implemented LabOnline for our clients. LabOnline is an electronic Client Portal that is tied into our LIMS. The County can have access to completed data prior to final reporting. Invoices and Final Reports are accessible through LabOnline.

### ***DETAILS OF IMPLEMENTATION AND TRANSITION PLAN***

To ensure that the final report will meet all the requirements of Pinellas County and any regulatory agencies, a review is conducted prior to the beginning of work to outline those work requirements. These requirements and a Data Quality Objectives (DQO) will be on file with the project managers responsible for servicing those clients.

AEL utilizes a DQO form for summarizing these steps and gathering the required information not already spelled out in the bid. The process for completing this form is detailed in AEL SOP ADMIN-027. The purpose of the DQO is to ascertain as much information as possible before the start of the work. This allows AEL to prepare for any special requirements that may be required to accomplish the goals of the sampling and analysis.

The goals of the DQO are essentially the following, but may encompass more details where needed:

- Detection Limits.
- Methods to be used.
- To ensure the lab has the capability and resources to meet the requirements of the project(s).
- The test and/or calibration method is appropriate to the project's needs.
- Format of Report (Level of Report).
- Any electronic deliverable requirements
- Invoice requirements, i.e. special mailing addresses
- Delivery of report; fax, mail, or email.
- Chain of command for difficulties arising during the analysis that require client consultation.
- Person(s) to contact if a drinking water test or a requested non-potable water MCL exceedance level is seen and needs to be quickly reported prior to a

report submission.

Any special requirements or situations that could affect the normal procedure of analysis require consultation between the Laboratory Manager, the person generating the DQO, and the QA Officer. All special circumstances will be verified by the lab that they can be performed as directed by Pinellas County and within the confines of the AEL Quality System.

Pinellas County will be informed of any deviation from the bid as it is first proposed or if in the course of performing the work, any deviation from the bid takes place. If the requirements have to be amended after work has commenced, the same review process will be repeated and any amendments will be communicated to all affected personnel.

Any work that will have to be subcontracted outside the AEL network will require AEL staff to coordinate the details of the new work with the subcontract laboratory and get assurances from the subcontract laboratory that the work can be completed within the guidelines given by Pinellas County for that work. Pinellas County will be informed beforehand of any work that would be subcontracted.

#### ***NARRATIVE OF OFFEROR'S ABILITY AND WILLINGNESS TO MEET TURNAROUND TIMES***

An important part of AEL's DQO form is the listing of required sample analysis turnaround times. The DQO form along with the bid requirements are used to build a profile in the LIMS, where each analysis is assigned a due date. All samples will be logged into our LIMS with the due date automatically assigned. (Those can be modified by the Project Managers when requested by Pinellas County or as circumstances require). All analyst, supervisors, project managers, and lab managers review due dates in LIMS when creating sample analysis schedules. These "backlogs" are normally printed by method and department twice daily. Each morning at 10:00 am a meeting of project managers, department supervisors, and the lab manager meet to go over which projects are coming due and how the analysis is proceeding to ensure that due dates are met.

AEL's Tampa lab is a 10,200 square foot facility with redundancy in instrumentation for most of its test methods. This is to ensure that work flow is not suspended due to an instrument undergoing maintenance. With similar capabilities and the ability to ship samples overnight to each other, AEL's network of labs acts as another layer of redundancy to ensure the meeting of due dates. AEL uses a single Quality System, single set of Standard Operating Procedures, and common LIMS and operates for all intents and purposes as a single lab with seven locations. This is ensured by strong corporate oversight.

All AEL labs are graded for how well they meet performance goals with a large emphasis on meeting assigned due dates. Turnaround time performance is easily tracked and can quickly be accessed by lab personnel for any time interval. Meeting the expected due dates for analysis has always been a major priority. AEL is continually committed to meeting the client's turnaround time. AEL's standard TAT for reports and invoices is 10 working days.

***NARRATIVE OF PROPOSED APPROACH AND METHODOLOGY FOR ENGAGING WITH COUNTY***

As stated above, most contact with Pinellas County’s representatives during the course of the analysis once started will through the project manager. With Heidi Parker’s guidance and past experience, Sarah Noonan will continue to coordinate scheduling projects and field activities, do reporting and invoicing, and be the point of contact for everything between the County and AEL. However when asked or as circumstances require, the lab manager and QA officer can also be directly contacted.

For documentary purposes, much of the communication initiated by AEL will be by e-mail. However; MS Teams, office or cell phone use and texting can be used in those instances where Pinellas County so desires, such as with MCL exceedances.

***ACCESSIBILITY OF AVAILABILITY FOR MEETINGS, COMMUNICATIONS, COORDINATION AND SUPERVISION***

AEL’s PMs serve as the client/laboratory liaison, and keep in routine contact with both concerning progress or any issues that may arise. The AEL Project Manager will coordinate scheduling projects and field activities, do reporting and invoicing, schedule any phone or in person meetings and be the single point of contact for everything between the County and AEL. However, when asked or as circumstances require, the lab manager and QA officer can also be directly contacted. AEL stresses a heavy emphasis on facilitating communication between the client’s needs and the laboratory and can readily meet with the client as requested.

***HOW OFFEROR PHYSICALLY PLANS ON ATTENDING MEETINGS***

The lab PM schedules the meetings with the client in advance, collects details on location and topics to be discussed and notifies the necessary parties of the event. The event is scheduled by management using calendars/electronic notifications and the location/topics are discussed in advance to prepare for a meeting with the client. The PM will then contact all lab personnel attending the meeting and the client a few days before hand to verify the details and ensure the event is still on schedule. Meetings can be arranged using MS Teams.

***HOW OFFEROR PLANS ON ENSURING ACCESSIBILITY AND AVAILABILITY DURING AGREEMENT***

The PM, the lab manager or QA officer are always available to communicate with the client as needed. Making sure the client’s needs are met is an important part of AELs framework and each member of management works at ensuring those needs are met in a timely and satisfactory manner.



***LATEST COMPANY PROCESSES THAT ARE TECHNICALLY PROVEN AND COST EFFECTIVE***

***EQUIPMENT***

AEL's eight laboratories across Florida are very well equipped with modern analytical instrumentation. AEL continues to modernize especially with PFAS equipment. AEL has spent upwards of over \$2,000,000 on modernization of our equipment and computer systems over the past two years. Practically all equipment dump raw data directly into the LIMS and are equipped with autosamplers. This reduces the chance for human error while increasing the production capacity of the lab greatly. Quality is improved because analysts can spend more time reviewing data quality and less doing manual labor, data entry, and clerical work. New instruments include ICPs, ICP-MS, GCs, GC/MSs, and ICs to name a few. We anticipate little if any additional capital equipment being required to service Pinellas County.

***DATA INTEGRITY***

As the Jacksonville facility is a DoD ELAP accredited laboratory and one LIMS is common to all labs, the AEL LIMS must meet DoD ELAP requirements of cyber security and backup. All electronic data is generated and processed behind hardened electronic firewalls, is protected by anti-virus and anti-spyware systems (with real time updates) and is protected by multiple layers of security masks to prevent unauthorized access. Backups and archived data are stored as "read only" in a "write protected" environment to prevent amendment, deletion, etc. by unauthorized persons. Records are retained and accessible for a minimum of 5 years unless a longer period is specified by contract for a particular project.

***SOFTWARE UTILIZATION***

AEL is transitioning into a secure Intranet data system that allows the lab network to complete tasks in a more time efficient manner. Some of the functions include, but are not limited to, analyzing data real time by controlled spreadsheets for Wet Chemistry and Micro methods, SOP documentation/tracking, project and advanced deliverable review, more secure access to the LIMS and case narrative systems and most importantly a place where all AEL network laboratories can go to access the data in a controlled and similar setting. Using controlled Wet Chemistry spreadsheets through the AEL Intranet has led to an ability to upload all data in a more timely manner and secure it on the server once all entries are complete. The Tampa lab has been utilizing the Wet Chemistry and Micro forms now for the better part of a year and they have begun being used in the other AEL labs in the last few months. Organics and metals data in the company is also being uploaded and secured after review in a similar manner using an advanced deliverable software platform that was implemented in the last few calendar years.

***SAMPLE HANDLING***

AEL makes every attempt to analyze samples in full batches. This is often accomplished

by strategically placing client samples at an AEL facility where the greatest number of samples for a particular method is being analyzed. Instead of having most labs run a few samples in any given day for one analysis, if the quality control requirements can be maintained, the samples are run in larger batches in a few labs. The majority of samples are run for this reason at our Tampa, Jacksonville and Miramar full service facilities. There are some cases where this cannot be done, for example, samples associated with short hold times or rush work, but often samples can be run in fewer locations with more experienced analysts and more cost effective equipment.

### **Quality Manual (Appendix F)**

### **PT Studies (Appendix B)**

**AEL Tampa- WS & WP**

**AEL Jacksonville – WS & WP**

## TAB 3 Statement of Work

### General

**STATEMENT THAT THE PROPOSER WILL ADHERE TO THE LATEST CERTIFICATION REQUIREMENTS AS LISTED IN FAC 64E-1 FOR THE DURATION OF THE CONTRACT.**

*Advanced Environmental Laboratories, Inc. will continue to maintain the latest certification requirements as listed in FAC 64E-1 for the duration of the Pinellas contract.*

### Communication

**1. DESCRIBE THE PROPOSER’S MAIN POINT OF CONTACT(S) AND THEIR BACKUPS:**

*The main point of contact will be Sarah Noonan, Project Manager, and her back up will be Heidi Parker, Project Manager.*

**2. WORKING DAYS AND HOURS**

*AEL Tampa’s days of operation are Monday -Friday. Our hours of operation are from 8:00 a.m. to 5:00 p.m. Sample receipt is open Monday through Friday, 7:00 am to 6:00 pm, and on Saturday and Sunday from 9:00 am until 2:00 pm. The Contractor provides micro and limited short-hold chemistry tests available. With more chemistry tests available if prearranged. Proximity to locations to assist if emergencies arise. Off-hour sample receipt is readily available by contacting the Lab to make arrangements. The lab runs using staggered shifts to accommodate sample flow and client needs, with general operating hours of 6:00 am until 7:00 pm Monday-Friday, and 9:00 am till 2:00 pm on weekends. Except for emergencies, AEL is closed New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, and Christmas*

**3. METHODS FOR COMMUNICATION**

*Method of communication can be phone, email, mail, MS Teams/ Zoom, or fax.*

**4. TURNAROUND FOR RESPONSES**

*During normal working hours, TAT for responses from Project Managers is normally within an hour of request.*

**5. . DESCRIBE THE QUALITY ASSURANCE MANAGER/OFFICER’S (HOWEVER NAMED):**

*The dedicated Tampa QA Officer is Vivian Abare. Ms. Abare is supported by the Corporate QA Officer, Lori Mangrum.*

**6. WORKING DAYS AND HOURS**

*QA is on staff in the Tampa laboratory, Monday – Friday from 8:00 a.m. to 5:00 p.m.*

**7. METHODS FOR COMMUNICATION**

*QA can be contacted directly via phone or email: [vabare@aellab.com](mailto:vabare@aellab.com)*

**8. TURNAROUND FOR RESPONSES**

*During normal working hours, TAT for initial responses from QA officers is normally within an hour of request.*

**9. DESCRIBE FREQUENCY AND CONTENT FOR REVIEW OF THE PROPOSER’S PERFORMANCE WITH THE COUNTY PROJECT MANAGER. IS THE PROPOSER WILLING TO PROVIDE A YEAR-END SUMMARY REPORT LISTING THE ISSUES INCURRED DURING THE YEAR AS WELL AS HOW ISSUES WERE RESOLVED SO AS TO PREVENT FUTURE OCCURRENCES.**

*The Project Manager will be in constant communications with Pinellas County via email and phone. The County can contact the Project Manager, CSM or Laboratory Manager if there are ever any performance concerns. The QA Officer keeps records of NCFs (Non-Conformity Forms) for all QA irregularities and data quality issues. If requested by the County Project Manager, AEL is willing to provide an annual summary of any completed or open NCFs involving projects with Pinellas County.*

**10. DESCRIBE HOW VARIOUS TYPES OF COMMUNICATION ARE HANDLED BETWEEN THE PROPOSER AND THE COUNTY. INCLUDE ANY COMPUTER-BASED CAPABILITIES HERE AS WELL. DESCRIBE RESPONSE TIMES FOR INQUIRIES.**

**11. BOTTLE ORDERS**

**12. SAMPLE PICKUP & DELIVERY**

**13. NEW PROJECTS’ SETUP**

**14. CHANGES IN WORK**

**15. QUOTES**

**16. REPORT ISSUES**

**17. INVOICE ISSUES**

**18. QA/QC ISSUES**

**19. GENERAL QUESTIONS**

***Communication types***

*Bottle orders, Sample Pickup & Delivery, New Projects, Changes in work, Quotes, Report issues, Invoice issues, and questions in general should all be directed to the AEL Project Manager. These changes or additions can be communicated through phone, email, in person or fax. If additional direction is needed the Client Services Manager (CSM) or Laboratory Manager will provide additional support. If QA support is needed the Tampa QA officer will be available for this support. Initial response times from AEL Staff will be within one hour.*

*QA/QC issues can be directed to the PM, QA officer and Laboratory Manager via email, phone, fax or in person.*

*For Computer based access to AEL's reports and invoices, AEL also has implemented LabOnline for our clients. LabOnline is an electronic Client Portal that is tied into our LIMS. The County can have access to completed data prior to final reporting. Invoices and Final Reports are accessible 24 hours a day through LabOnline. A sign on and password will be provided for access. The IT department is located in the Tampa laboratory. See Appendix G for LabOnline Access Form.*

## Bottle Orders

- (1) DESCRIBE THE PROCESS BY WHICH THE COUNTY WILL ORDER BOTTLES**
- (2) LIST POINT(S) OF CONTACT FOR THIS SERVICE**
- (3) LIST ANY COMPUTER-BASED SYSTEM/CLIENT PORTAL FOR ORDERING BOTTLES**
- (4) INCLUDE DAYS/HOURS THAT THIS SERVICE (ORDERING) IS AVAILABLE.**
- (5) DESCRIBE TYPES OF BOTTLES USED: NEW, CERTIFIED, RE-USED, ETC. AND THE DOCUMENTATION THAT PROVES THEIR FITNESS FOR USE**
- (6) DESCRIBE DOCUMENTS INCLUDED WITH BOTTLE ORDERS**
- (7) INCLUDE COC-RELATED INFORMATION; INCLUDING FORMATS AVAILABLE**
- (8) INCLUDE BOTTLE LABELLING INFORMATION**
- (9) INCLUDE HOW ACIDS/PRESERVATION ARE TRACKED**
- (10) INCLUDE HOW BOTTLE LOTS ARE TRACKED**
- (11) INCLUDE ANALYTE-FREE WATER INFORMATION THAT IS PROVIDED (I.E. TYPE AND CONTAINERIZATION DATE)**
- (12) INCLUDE HOW KITS ARE PACKED TO PREVENT BREAKAGE**
- (13) INCLUDE A MECHANISM THAT CAN BE UTILIZED TO DETECT PRESERVATION LEAKAGE UPON RECEIPT AT THE PINELLAS COUNTY LABORATORY**

*The preferred method for Pinellas County to order bottles is through email. The county will direct the email to the AEL PM, Sarah Noonan. Orders can be emailed during normal business hours anytime, but will be acknowledged by the PM between 8:00 to 5:00, Monday through Friday.*

*Paper COCs are to be provided with the bottles and should be pre-filled with the project information where possible. Blank COCs are available from AEL's website; which are in an excel format. Bottle labels should be preprinted where possible, but may be provided blank when requested, and must be present on the bottles/vials upon delivery. Bottle orders must be delivered to the appropriate Pinellas County project location: Pinellas County Utilities Laboratory, located at 1620 Ridge Rd., Bldg. B, Largo, FL 33778, or Pinellas County Solid Waste Industrial Water Treatment Facility at 2861 110<sup>th</sup> Ave. North. Bottle Kits are packed into coolers for easy handling. Glass bottles are packed in bubble wrap to prevent breakage. Bottle kit request forms will be returned with the bottles and will include bottle/vial lots numbers per FDEP SOP FD1000.*

*All bottle/containers and bubble wrap that is supplied is purchased new. Quality assurance/sterility is performed on each new lot of bottles. Bottles are packed in zip lock bags and if the zip bag includes bottles containing preservative, a pH strip will be included in the bag to indicate if there has been any leakage. Acids/preservation are tracked using in house bottle kit forms as well as the County Kit Order*

*Forms for all clients. The AEL forms are edited based on the clients sampling request by the PMs. The forms are then passed onto the custody department for kit assembly. During kit assembly the lots of the preservatives are documented by the custodians on the kit forms. The forms are then retained for 5 years at the lab.*

*AEL uses Type II Water for analytical purposes. The container is changed out roughly every two months as needed.*

**14. DESCRIBE HOW BOTTLES AND ASSOCIATED DOCUMENTS ARE DELIVERED TO THE COUNTY AND THE FREQUENCY.**

*The containers that are prepared for the county bottle orders are packed in zip lock bags and then placed in a cooler to be hand-delivered to the appropriate county project location: Pinellas County Utilities Laboratory, located at 1620 Ridge Rd., Bldg. B, Largo, FL 33778 or Pinellas County Solid Waste Industrial Water Treatment Facility at 2861 110<sup>th</sup> Ave. North . A COC is also included in the bottle kit. The bottles can be provided by specific projects or can be provided in bulk. Bottles are delivered weekly or monthly by an AEL courier to the county usually in the beginning of the month or as requested. Bottles needed for special sampling events can also be requested through the PM and will be delivered as requested.*

**15. DESCRIBE THE PROCESS TO HANDLE INCORRECT BOTTLE ORDERS OR MISSING BOTTLE ORDERS. INCLUDE TIMEFRAME FOR DELIVERING THE CORRECTED/MISSING BOTTLES.**

*In the event that Pinellas County's bottle order has missing, incorrect, or damaged containers, they are to immediately contact the PM. The PM will coordinate delivery of the replacement bottles. The PM will discuss this occurrence with the county and identify the error. The PM will then have our courier provide the supplemental bottles delivered as requested. Delivery timeframe will be discussed with the county and deliver as requested.*

**Sample Pickup and Delivery**

**1. DESCRIBE THE PROCESS BY WHICH THE COUNTY'S SAMPLES WILL BE DELIVERED TO THE PROPOSER'S PRIMARY LABORATORY FACILITY.**

**2. LIST POINT(S) OF CONTACT FOR THIS SERVICE**

**3. LIST ANY COMPUTER-BASED SYSTEM FOR THIS SERVICE**

**4. INCLUDE DAYS/HOURS THAT THIS SERVICE (DELIVERY) IS AVAILABLE**

**5. DESCRIBE THE FREQUENCY OF SAMPLE DELIVERY**

**6. LIST RESPONSE TIME AFTER BEING NOTIFIED OF A SAMPLE PICKUP**

**7. DESCRIBE RESPONSIBILITIES RELATED TO PACKING SAMPLES INTO COOLERS**

**8. DESCRIBE DOCUMENTS USED FOR SAMPLE DELIVERIES**

**9. DESCRIBE CHAIN OF CUSTODY (COC) USAGE**

**10. DESCRIBE THE ABILITY TO DELIVER ALL SAMPLES UNCOMPROMISED WITHIN REGULATED HOLD TIMES (PER 40CFR136 TABLE II, DEPARTMENT OF ENVIRONMENTAL PROTECTION ("DEP") STANDARD OPERATION PROCEDURE ("SOP") FS1000, AND/OR SPECIFIC METHOD REQUIREMENTS) FOR ALL TESTS.**

*Currently there are two locations for sample pickup and kit delivery. The first is the Pinellas County Utilities Laboratory, located at 1620 Ridge Rd., Bldg. B, Largo, FL 33778. The second is the Pinellas County Solid Waste Facility Industrial Water Treatment Facility, located at 2861 110<sup>th</sup> Ave N., St. Petersburg, FL 33716. The county's samples will be picked up from the appropriate County project location via the AEL courier. AEL Tampa employs three full-time couriers and are provided with AEL Company vehicles. Courier names: Carol Voorbrood, Ralph Humbertson, Jose Martinez*

*Scheduled sample pickup requests will be set up in advance with the AEL PM. If additional sample pickup requests are needed, they can be coordinated through the Project Manager via phone or email. Normally, sample pickup service will be provided Monday – Friday, 8:00 to 5:00. If sample pickups are outside of these times, a request needs to be communicated with the AEL Project Manager.*

*The Pinellas County Utilities Laboratory requires sample pickup three days per week at a minimum: Monday, Wednesday, and Friday. AEL couriers are expected to check the samples in the coolers, without ice, against the COCs to ensure accurate custody transfer. After the AEL courier completes this check, the courier fills the coolers with ice from the ice machine located on the back dock (Pinellas County Laboratory location) /Pinellas County Solid Waste Household Hazardous Waste facility prior to transport to AEL facilities.*

*AEL will adhere to the sample hold times as defined by FDEP to be to the minute, regardless of the hold time unit of measure (hours, days, weeks, months) as listed in various regulatory tables. A 7-day hold time must be prepared and/or analyzed on or before the minute of collection on the 7<sup>th</sup> day (see Holding Time Calculations at <https://floridadep.gov/DEAR/Quality-Assurance>).*

*Empty sample bottles are delivered in zip lock bags, and these bags can be used when packing the samples for return to the AEL laboratory. COCs should be completed and provided for each sample returned.*

*The COC's are signed at the County location by both the person relinquishing the samples as well as the AEL courier accepting custody. Final transfer of custody to the AEL laboratory is executed when the samples are received into the AEL laboratory.*

*AEL courier reviews sample upon receipt for identification and checks samples and COC for short hold samples and notifies the AEL laboratory if the samples are close to hold time expiration.*

*When samples are delivered to the laboratory and logged into LIMS, a computer-based email per COC is sent to the appropriate County PM notifying them of the samples received, logged in and for which analytical tests. The point of contact for Pinellas County Utilities is Terri Grimes, Quality Assurance Manager/Technical Project Coordinator, and the point of contact for Pinellas County Solid Waste is the Industrial Water Treatment Plant Program Supervisor or designee..*

**11. DESCRIBE HOW THE PROPOSER NOTIFIES THE COUNTY POINT OF CONTACT OF THE SAMPLES RECEIVED, INCLUDING THE PERTINENT RECEIPT, SAMPLE, AND TEST INFORMATION LOGGED INTO THE PROPOSER'S LIMS**

*When samples are delivered to the laboratory, unpacked and verified against the COC, they are logged into LIMS creating a Workorder Number. Within hours of login, a computer-based email is delivered to*

*the appropriate County PM notifying them what samples have been logged in, the associated Workorder Number, listing analytical tests and Workorder due date.*

**12. DESCRIBE THE PROCESS TO DETECT ERRORS OR OMISSIONS RELATED TO SAMPLES AND/OR COCs RECEIVED AT THE PROPOSER'S LABORATORY; INCLUDE NOTIFICATIONS.**

*Once samples are received in Sample Receiving the bottles and tests are verified against the COC. If an error is identified, it is communicated to the PM immediately. The PM will then contact the appropriate County PM immediately with the sample receipt error and a recommended solution.*

**13. DESCRIBE HOW SAMPLES ARE LOGGED INTO PROPOSER'S LIMS; I.E. HOW ARE DIFFERENT GROUPS OF SAMPLES DIFFERENTIATED FROM EACH OTHER.**

*Samples are received and verified in the Sample Receiving department. Each bottle sample is labelled with a unique ID assigned by our LIMS system. The same unique ID label is placed on the COC to link the COC to the sample bottles. This ID label links the counties samples throughout the laboratory. The County's Report, Invoice, Bottles and COC are all linked with this unique ID.*

*The project information, such as County Project names, should be utilized to differentiate between county projects in the LIMS. These identifiers will be established during initial project setup, then carried through the process starting with bottle orders (Kit Order Form), to receipt of bottles with properly pre-populated COCs. Pinellas County Utilities Laboratory will provide a listing of projects to be set up in AEL's LIMS.*

**14. DESCRIBE THE PROCESSES BY WHICH THE COUNTY'S SAMPLES WILL BE DELIVERED TO ALL SUBCONTRACTED LABORATORIES (BOTH INTERNAL TO THE PARENT ORGANIZATION AS WELL AS EXTERNAL TO THE PARENT ORGANIZATION).**

*Subcontract samples are logged in our LIMS system and assigned a unique ID workorder#. Samples that are shared in our network to our sister laboratories are shipped through a private Florida courier. Samples that are subcontracted outside of AEL will be either hand delivered to the laboratory or shipped via Federal Express, UPS or by private courier. Samples must be shipped in a timely manner so as to avoid exceeding regulatory/method hold times.*

**15. SHOULD THE PROPOSER NOT BE ABLE TO PROVIDE SAMPLE DELIVERY SERVICE DURING THE DATES/HOURS LISTED IN 3.A.III ABOVE, WITH PROPER NOTICE, IS THE PROPOSER WILLING TO REIMBURSE THE COUNTY'S COSTS TO DELIVER THE SAMPLES TO THE PROPOSER'S PRIMARY LOCATION?**

*In the event that we could not provide sample delivery service, AEL will discuss reimbursement for this event. Our courier delivery normal service hours are Monday through Friday, 8:00 to 6:00. Weekend hours can be provided also but the request will need to be communicated through the PM. AEL employs three full time couriers and also employs 2 full time sample technicians. AEL Tampa has five company vehicles available for courier services.*



**16. DESCRIBE THE PROCESS USED TO INSURE PROPER STATE LICENSURE, SAFETY RECORD, AND FREQUENCY OF CHECKS OF PROPOSER'S COURIERS.**

*The AEL couriers are monitored through a GPS daily for driving. The Tampa laboratory manager monitors this GPS service daily. AEL's insurance carrier provides notifications to our Corporate office of any traffic violations that occur with our drivers. Corporate then notifies the Laboratory Manager of this event.*

**Analytical Work**

**1. REFERENCING ATTACHMENT A, LIST ANALYTES AND/OR METHODS THAT THE PROPOSER IS UNABLE TO PERFORM WITHIN THEIR ORGANIZATION. IDENTIFY ANY ANALYTES AND/OR METHODS THAT WOULD BE ROUTINELY SUBCONTRACTED OUTSIDE OF THE PROPOSER'S PARENT ORGANIZATION. ALSO, INCLUDE PRICES FOR ROUTINELY SUBCONTRACTED TESTS ON ATTACHMENT A.**

*All Subcontracted analyses are listed on Attachment A with "Sub-" Typical analytes that would be subcontracted outside of AEL's laboratories would be - Free cyanide, Gross Alpha, Radium 226 & 228, Acetates, Permethrin, Picloram, and Particle Size.*

**2. IS THE PROPOSER WILLING TO PROVIDE A STATEMENT THAT THE PROPOSER WILL ADHERE TO THE LATEST CERTIFICATION REQUIREMENTS AS LISTED IN FAC 64E-1? IF WILLING, PROVIDE A STATEMENT TO THIS EFFECT.**

*Advanced Environmental Laboratories, Inc. will adhere to the latest certification requirements as listed in FAC 64E-1.*

**3. DESCRIBE THE PROCESS FOR ORGANIZING COUNTY WORK/PROJECTS WITHIN PROPOSER'S LIMS TO INSURE THAT REPORTS AND INVOICES ARE SET UP SO THAT EACH PROJECT AND ASSOCIATED SAMPLES ARE UNIQUELY IDENTIFIABLE BY PROJECT BY THE COUNTY. ALSO DISCUSS WHETHER PROPOSER WILL BE ABLE TO UTILIZE COUNTY NOMENCLATURE.**

*Once samples arrive at the AEL sample receiving department they are reviewed with the COC accompanying the samples. Once the review is complete, they are logged into our LIMS system which assigns a specific unique work order number to this project. The LIMS system assigns a printable label specific to each project, test, bottle and COC. Each bottle is then labelled to identify the client, sample identification, test, date collected and preservative. Samples are then distributed among the laboratory departments to be stored for analytical testing.*

**4. DESCRIBE HOW THE PROPOSER INSURES THAT ALL ANALYTICAL WORK IS PERFORMED WITHIN REGULATED HOLD TIMES (PER 40CFR136 TABLE II, SPECIFIC METHOD REQUIREMENTS, AND FDEP SOP FS1000).**

*AEL utilizes a LIMS that reflects a method expiration date for each sample and analysis according to the 40CFR136 Table II, specific method requirements, and FDEP SOP FS1000 requirements. AEL logs samples in in a timely manner upon arrival. After login the samples can be viewed on a backlog by the*

*analyst and the hold times are posted on the reports for reference. Short holds that have expiration criteria of 48 hrs. or less are also checked separately by the analysts against the chains of custody. If samples arrive with only a few hours of hold time available before expiration the login department immediately reaches out to the analysts to inform them. If the couriers/samplers are returning with samples that only have a few hours of hold time available before expiration they notify management before arrival, who notifies the analysts in turn. The analysts have been trained to analyze samples by hold time if expiration is imminent. The Tampa AEL lab would be the primary analysis lab for all short holds. Any short holds that are subbed out to another AEL facility for any reason are first communicated to the receiving lab before shipping, and again, at reception through an internal chain of custody that highlights short hold status.*

**5. DESCRIBE THE PROCESS FOR WHEN SAMPLE PREPARATION AND/OR ANALYSIS IS PERFORMED OUTSIDE OF REGULATED HOLD TIMES, INCLUDING THE NOTIFICATION PROCESS.**

*In the event that a sample is analyzed outside of the recommended holding time, the department manager notifies the PM and the QA officer. The PM then contacts the appropriate county contact immediately to notify them of the situation and to collaborate on the most appropriate solution. The QA officer investigates this occurrence and identifies and documents this event. A NCF is completed for QA tracking. The NCF is discussed with department manager to ensure the SOP was followed. AEL is required to follow the TNI Standard and FDEP requirements for reporting affected data.*

*AEL will adhere to the sample hold times as defined by FDEP to be to the minute, regardless of the hold time unit of measure (hours, days, weeks, months), as listed in various regulatory tables. A 7-day hold time must be prepared and/or analyzed on or before the minute of collection on the 7<sup>th</sup> day (see Holding Time Calculations at <https://floridadep.gov/DEAR/Quality-Assurance>).*

**6. WHAT PERCENTAGE OF SAMPLES' PREPARATION AND/OR ANALYSIS WAS PERFORMED OUT OF HOLD TIMES RELATED TO PROPOSER ERROR IN THE 2023 CALENDAR YEAR? (PERCENTAGE OF PREP/TESTS RUN OUT OF HOLD COMPARED TO THE TOTAL NUMBER OF TESTS PERFORMED AT THE PRIMARY TESTING FACILITY TO BE USED FOR THIS CONTRACT).**

*In 2023, less than 0.05% of samples were analyzed out of hold for the year.*

**7. DESCRIBE THE PROCESS WHEN ANALYTICAL EQUIPMENT THAT WOULD NORMALLY BE USED FOR COUNTY SAMPLE ANALYSES IS UNAVAILABLE (OUT OF SERVICE); INCLUDE THE NOTIFICATION PROCESS.**

*Most analytes run at AEL have multiple instruments available at the primary labs to compensate for instrumentation maintenance/repairs. If any analytical equipment becomes unavailable, the primary lab will first prioritize samples run on other instruments in house by due dates and hold times. If due dates or hold times become strained, or if no further instrumentation is available to run the requested analyte at the primary lab, AEL management evaluates the samples in-house and samples can be subbed to one of our certified sister AEL laboratories in Florida while the affected equipment is being repaired. The*

*AEL PM will contact the appropriate County PM to keep updated on these issues.*

**8. DESCRIBE THE STEPS RELATED TO HOW ANALYTICAL DATA IS CRITICALLY REVIEWED AND APPROVED PRIOR TO FINAL REPORTING.**

*AEL utilizes a three tier review process for all analytical data being reported. Bench data is reviewed and approved in each analytical department by both the analyst (1<sup>st</sup> tier review), and a secondary analyst or the department supervisor (2<sup>nd</sup> tier review). The review of the bench data also includes QC checks completed through AELs LIMS and review of any qualifiers/case narratives. Once approved by the analytical department the data is reviewed and approved by the Project Manager (3<sup>rd</sup> tier review). Project Manager review includes comparing client requests/needs to what is being reported, reviewing the Chain of Custody against what is being reported, review of any qualifiers/case narratives, review of analyte relationship parameters against one another and assembly/review of electronic deliverables. Once the final review is completed, the project is finalized in the LIMS and the report can be downloaded to PDF for client convenience and emailed.*

**9. DESCRIBE THE FREQUENCY OF ROUTINE QC SAMPLES WITHIN BATCHES. DESCRIBE THE TYPICAL QC SAMPLES UTILIZED. THE PROPOSER SHOULD BREAK THIS INTO GENERAL LAB AREAS, SUCH AS NUTRIENTS, METALS, WET CHEMISTRY, MICROBIOLOGY, ORGANICS, AND RADIOCHEMISTRY FOR ACCURACY AND CLARITY.**

*All QC samples analyzed at AEL are completed based on TNI requirements and in association with their respective certified EPA and Standard Methods.*

*Wet Chemistry*

*A batch method blank (MB), laboratory control spike (LCS), matrix spike (MS) and matrix spike duplicate (MSD) are performed with most analyses, and at least once per batch of twenty samples. For some methods, such as residues, a sample duplicate is run per method requirements to meet the RPD criteria. Some methods require a duplicate set be analyzed every 10 samples instead of every 20. Batch QC resets after 20 samples. Additional QC is required for various methods. A few examples are BOD/CBOD analysis has seed correction criteria and EPA 300.1 analysis requires surrogate for every sample for QC purposes. Most batches of samples also involve curve based QC required by most methods performed at AEL. Curves are analyzed and then verified with a second source as required for the particular method. The second source check is documented as an Initial Calibration Verification (ICV). A Continuing Calibration Verification (CCV) is also run as a check against the active curve, surrounding the reportable batch QC itself. The CCV is required to be run every 10 samples for methods in general, where it is required. Initial Calibration Blanks (ICBs) and Continuing Calibration Blanks (CCBs) are analyzed with the surrounding ICVs and CCVs respectively to ensure a contaminant free analysis.*

### Microbiology

*Micro batch QC samples are more difficult to generalize as requirements can vary greatly from one method to the next. Most Micro methods run at AEL, particularly the membrane filter ones, require 1 pre-blank/Method blank per filtration apparatus used. In addition several methods, including SM9222D, call for mid-blanks and post blanks every 10 samples filtered. Methods also require a positive and negative check in some cases, like MPN analysis. Duplicates are often required every set of 20 samples and sometimes as often as every 10 samples based on method requirements. A method, such as EPA1603, requires batch LCS/MS spiking on a routine basis.*

### Organics

*The batch QC is similar to Inorganics, but is more involved. ICVs, ICBs, CCVs and CCBs bracket every 10 to 20 samples depending on method requirements. The reportable batch QC includes the MB, LCS and MS/MSD set or a duplicate pair every 10 samples depending on method requirements. Most extractable analyses utilize an independent surrogate to verify recovery of the associated analytes from Organic preparation. For methods requiring surrogates every sample and QC sample is spiked with the associated surrogate. GCMS methods also utilize an internal standard per sample/QC sample per batch. Tunes are also analyzed for GCMS methods every 12 hrs. during an active run. A few methods, such as EPA552 and EPA524 require Method Reporting Limit (MRL) checks to verify the low end of the curve every 20 samples. And some methods, like EPA8081/608, have breakdown criteria checks run at the beginning of every sequence.*

### Metals

*The general QC for Metals is similar to Wet Chemistry. The reportable QC of one MB, LCS, MS/MSD set or duplicate set criteria is met every batch of 20 samples based on method needs. Curve verification ICV, ICB, CCV and CCB sample QC are analyzed every 10 samples. Methods, like EPA 200.7, are more involved. Interference Check Standards (ICSs) are analyzed once per batch of 20 samples and Practical Quantitation Limit (PQL) checks are run once at the beginning of each analysis run. Internal standard checks are analyzed per sample and QC sample.*

*All QC elements are required to meet method and/or regulatory criteria, or lab developed criteria if method or regulatory criteria don't exist. If these criteria are not met, AEL will follow the processes described in the TNI Standard for corrective actions and reporting results as well as FDEP regulations for properly reporting data, including the use of FDEP Qualifier codes, in final report formats.*

## **10. DESCRIBE THE ABILITY OF THE PROPOSER TO RUN QC SAMPLES AT A HIGHER FREQUENCY FOR COUNTY PROJECTS.**

*AEL runs batch QC on client samples (MS/MSD/Duplicate) at random selection. While it is possible to analyze QC samples based on selective clients, at client request, it would become difficult to do so if all clients requested the same treatment. AEL will make every attempt to meet the client's needs if such a request is made.*

**11. DESCRIBE THE STEPS (CORRECTIVE ACTIONS) UTILIZED WHEN LABORATORY QC SAMPLES FAIL, OR TRIP BLANKS FAIL. FOR ACCURACY AND CLARITY, THIS SHOULD BE BROKEN INTO GENERAL LAB AREAS, SUCH AS NUTRIENTS, METALS, WET CHEMISTRY, MICROBIOLOGY, ORGANICS, AND RADIOCHEMISTRY. IS THE PROPOSER WILLING TO PROVIDE THIS INFORMATION UPON REQUEST TO THE COUNTY?**

Wet Chemistry

*Method Blank (MB), Initial Calibration Blank (ICB) or Continuing Calibration Blank (CCB) QC exceedances usually result in the samples being re-run for analysis if the client data is deemed affected. If the samples reported are below the analyte Method Detection Limit (MDL) or greater than 10X the value of the MB/ICB/CCB then the samples are not considered to be directly affected and the data is qualified and reported. A case narrative is issued with the final report describing the incident and corrections are made internally to prevent a re-occurrence in future analyses. If the samples are considered affected (greater than the analyte MDL and within 10X the value of the MB contaminated value) and cannot be re-run within sufficient hold time then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Lab contamination is rare at AEL, but when it occurs root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Laboratory Control Spike (LCS), Initial Calibration Verification (ICV) or Continuing Calibration Verification (CCV) QC exceedances usually result in the samples being re-run for analysis if the client data is deemed affected. If the batch QC bracketing the samples exceeds limits, biased high, and the samples are non-detect, then the samples are not considered to be affected and are reported with a case narrative. Corrections are made internally to prevent a re-occurrence in future analyses. If the batch QC bracketing the samples exceeds limits, biased low, and cannot be re-run within sufficient hold time then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Batch QC exceedances for LCSs, ICVs and CCVs are not common at AEL, but when they do occur root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Matrix Spike (MS) and Matrix Spike Duplicate (MSD) QC exceedances are treated according to matrix type. Solid and Non-Potable Water matrices are at times re-run for analysis, but are often reported using a J qualifier for matrix interference. A case narrative describing the matrix interference of the affected samples is also attached to the final report. If the sample is a Drinking Water matrix then samples and exceeding QC samples are re-run in each event. Matrix interference qualifiers on Drinking Water samples are only applied to situations where the sample cannot be re-run with hold time and is approved by the client after the PM has discussed options with them. MS and MSD exceedances are not tracked using the AEL Non-Conformance program, but the data is required to be qualified and a case*

*narrative issued with each event.*

*A few QC items specific to particular methods, such as SM5210B, may have exceedances that will result in data being affected. Uncommon QC method exceedances are to be communicated by the lab to the PM, who in turn notifies the client to discuss options. The data will either be qualified and reported, with a case narrative describing the incident, or the sample recollected. In either case these non-conformities are tracked through our Non-Conformance program. Root cause is determined and corrective action is issued. The QAO will later follow up to make sure the corrective action is being adhered to.*

### Micro

*Method Blank (MB), Pre blank or Post blank QC exceedances are uncommon, but can happen. If the samples reported are below the analyte Method Detection Limit (MDL) then the samples are not considered to be directly affected and the data is qualified and reported. A case narrative is issued with the final report describing the incident and corrections are made internally to prevent a re-occurrence in future analyses. If the samples are considered affected (greater than the analyte MDL) then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Lab contamination is rare at AEL, but when it occurs root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Laboratory Control Spike (LCS) or positive control QC exceedances are not common, but can happen. If the positive batch QC exceeds limits, biased high, and the samples are non-detect, then the samples are not considered to be affected and are reported with a case narrative. Corrections are made internally to prevent a re-occurrence in future analyses. If the positive batch QC exceeds limits, biased low, then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Batch QC exceedances for LCSs and other positive controls are not common at AEL, but when they do occur root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Matrix Spike (MS) QC exceedances are reported using a J qualifier for matrix interference. A case narrative describing the matrix interference of the affected samples is also attached to the final report. MS exceedances are not tracked using the AEL Non-Conformance program, but the data is required to be qualified and a case narrative issued with each event.*

### Metals

*Method Blank (MB), Initial Calibration Blank (ICB) or Continuing Calibration Blank (CCB) QC*

*exceedances usually result in the samples being re-run for analysis if the client data is deemed affected. If the samples reported are below the analyte Method Detection Limit (MDL) or greater than 10X the value of the MB/ICB/CCB value then the samples are not considered to be directly affected and the data is qualified and reported. A case narrative is issued with the final report describing the incident and corrections are made internally to prevent a re-occurrence in future analyses. If the samples are considered affected (greater than the analyte MDL and within 10X the value of the MB contaminated value) and cannot be re-run within sufficient hold time then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Lab contamination is rare at AEL, but when it occurs root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Laboratory Control Spike (LCS), Initial Calibration Verification (ICV) or Continuing Calibration Verification (CCV) QC exceedances usually result in the samples being re-run for analysis if the client data is deemed affected. If the batch QC bracketing the samples exceeds limits, biased high, and the samples are non-detect, then the samples are not considered to be affected and are reported with a case narrative. Corrections are made internally to prevent a re-occurrence in future analyses. If the batch QC bracketing the samples exceeds limits, biased low, and cannot be re-run within sufficient hold time then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Batch QC exceedances for LCSs, ICVs and CCVs are not common at AEL, but when they do occur root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Matrix Spike (MS) and Matrix Spike Duplicate (MSD) QC exceedances are treated according to matrix type. Solid and Non-Potable Water matrices are at times re-run for analysis, but are often reported using a J qualifier for matrix interference. A case narrative describing the interference of the affected samples is also attached to the final report. If the sample is a Drinking Water matrix then samples and exceeding QC samples are re-run in each event. Matrix interference qualifiers on Drinking Water samples are only applied to situations where the sample cannot be re-run with hold time and is approved by the client after the PM has discussed options with them. MS and MSD exceedances are not tracked using the AEL Non-Conformance program, but the data is required to be qualified and a case narrative issued with each event.*

*Internal Standards utilized for some Metals methods, such as EPA 200.7, have QC requirements that must be met. If the samples exceed the internal standard limits then the sample is re-run for reporting purposes.*

*A few QC items specific to particular methods, such as EPA200.7, may have exceedances that will result in data being affected. Uncommon QC method exceedances are to be communicated by the lab to the PM, who in turn notifies the client to discuss options. The data will either be qualified and reported,*

*with a case narrative describing the incident, or the sample recollected. In either case these non-conformities are tracked through our Non-Conformance program. Root cause is determined and corrective action is issued. The QAO will later follow up to make sure the corrective action is being adhered to.*

### Organics

*Method Blank (MB), Initial Calibration Blank (ICB) or Continuing Calibration Blank (CCB) QC exceedances usually result in the samples being re-run for analysis if the client data is deemed affected. If the samples reported are below the analyte Method Detection Limit (MDL) or greater than 10X the value of the MB/ICB/CCB value then the samples are not considered to be directly affected and the data is qualified and reported. A case narrative is issued with the final report describing the incident and corrections are made internally to prevent a re-occurrence in future analyses. If the samples are considered affected (greater than the analyte MDL and within 10X the value of the MB contaminated value) and cannot be re-extracted/re-run within sufficient hold time then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Lab contamination is rare at AEL, but when it occurs root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Laboratory Control Spike (LCS), Initial Calibration Verification (ICV) or Continuing Calibration Verification (CCV) QC exceedances usually result in the samples being re-run for analysis if the client data is deemed affected. If the batch QC bracketing the samples exceeds limits, biased high, and the samples are non-detect, then the samples are not considered to be affected and are reported with a case narrative. Corrections are made internally to prevent a re-occurrence in future analyses. If the batch QC bracketing the samples exceeds limits, biased low, and cannot be re-extracted/re-run within sufficient hold time then the lab notifies the Project Manager (PM), Lab Manager (LM) and Quality Assurance Officer (QAO). Lab management in turn will quickly notify the client and will determine if samples need to be qualified and reported, or if resampling is a possibility. Batch QC exceedances for LCSs, ICVs and CCVs are not common at AEL, but when they do occur root cause is determined and corrective action issued through our Non-Conformance program. Once the issue is identified and corrective action is issued, the QAO will follow up to make sure the corrective action is being adhered to. A case narrative describing the incident of the affected samples is also attached to the final report.*

*Matrix Spike (MS) and Matrix Spike Duplicate (MSD) QC exceedances are treated according to matrix type. Solid and Non-Potable Water matrices are at times re-run for analysis, but are often reported using a J qualifier for matrix interference. A case narrative describing the matrix interference of the affected samples is also attached to the final report. If the sample is a Drinking Water matrix then samples and exceeding QC samples are re-run in each event. Matrix interference qualifiers on Drinking Water samples are only applied to situations where the sample cannot be re-run with hold time and is approved by the client after the PM has discussed options with them. MS and MSD exceedances are not tracked using the AEL Non-Conformance program, but the data is required to be qualified and a case narrative issued with each event.*



*Internal Standards utilized for some Organics methods have method specific QC requirements that must be met. If the samples exceed the internal standard limits then the sample is re-prepped/re-run for reporting purposes.*

*Surrogate QC exceedances are treated according to matrix type. Solid and Non-Potable Water matrices are at times re-run for analysis, but are often reported using a J qualifier for matrix interference. A case narrative describing the matrix interference of the affected samples is also attached to the final report. If the sample is a Drinking Water matrix then samples and exceeding QC samples are re-extracted/re-run in each event. Matrix interference qualifiers on Drinking Water samples are only applied to situations where the sample cannot be re-extracted/re-run within hold time and is approved by the client after the PM has discussed options with them. Surrogate exceedances are not tracked using the AEL Non-Conformance program, but the data is required to be qualified and a case narrative issued with each event.*

*A few QC items specific to particular methods, such as EPA552.2, may have exceedances that will result in data being affected. The QC items and affected samples are re-extracted/re-run where possible.*

*Uncommon QC method exceedances are to be communicated by the lab to the PM, who in turn notifies the client to discuss options. The data will either be qualified and reported, with a case narrative describing the incident, or the sample recollected. In either case these non-conformities are tracked through our Non-Conformance program. Root cause is determined and corrective action is issued. The QAO will later follow up to make sure the corrective action is being adhered to.*

**12. DESCRIBE THE USE OF DATA QUALIFIERS AND THE SOURCE OF THE DATA QUALIFIERS USED. INCLUDE WHERE THESE DATA QUALIFIERS ARE DEFINED.**

*AEL typically utilizes the FDEP qualifiers as described in FAC 62-160 Table 1. Data is properly qualified when necessary, and the reasons behind the qualifiers and what possible impacts they may have on the data will be recorded in the case narrative. The analyst and supervisor are responsible for this step. The PM is to verify the accuracy of the qualifiers. Data qualifier codes are defined in the Quality Manual under section 12.1*

**13. DESCRIBE THE PROTOCOL FOR THE COUNTY TO REQUEST REANALYSIS AND ANY ASSOCIATED ADDITIONAL CHARGES RELATED TO REANALYSIS.**

*For re-analysis of samples, the county would contact the PM on the account and request that a re-analysis be performed. Requests for re-analysis of samples do not usually result in additional charges unless the client either requests them often, and they lead to confirmation most of the time, or if resampling is required.*

**14. DESCRIBE THE ABILITY TO MEET ANALYTICAL METHOD DETECTION LIMIT ("MDL") LIMIT OF DETECTION ("LOD") AND PRACTICAL QUANTITATION LIMIT ("PQL") LIMIT OF QUANTIFICATION ("LOQ") REQUIREMENTS AS LISTED IN FAC 62.550; ALSO, SPECIFICALLY LIST ANY EXCEPTIONS BY METHOD AND ANALYTE. DESCRIBE THE ABILITY OF ANALYTICAL MDLS (LODS) TO BE ADEQUATE TO DETERMINE COMPLIANCE WITH SURFACE WATER, GROUNDWATER, AND BIOSOLIDS STANDARDS AS**

**LISTED IN STATE AND FEDERAL REGULATIONS (I.E., FAC 62-302 SURFACE WATER QUALITY STANDARDS).**

*AEL is able to meet all analytical MDL (LOD) and PQL (LOQ) state and federal requirements as listed in FAC 62-550. In the case of new projects during the contract period, that require other state and federal requirements, such as surface water, groundwater, and biosolids, AEL Tampa would work with Pinellas County and the AEL network to best accommodate special requests. AEL performs routine testing for all of the sample groups and is aware of meeting the MDL (LOD) and PQL (LOQ) regulations.*

*The laboratory's MDLs (LODs) and PQLs (LOQs) must be such that the FDEP Program limits/water quality criteria/permit limits are met. MDLs must be determined in accordance with most recent version of EPA's "Definition and Procedure for the Determination of the Method Detection Limit."*

**15. DESCRIBE HOW DIFFERENT SAMPLE MATRICES ARE ANALYZED WITHIN BATCHES IN RELATION TO THE ASSOCIATED QC SAMPLES.**

*AEL separates all soil/solid/sediment matrices from waters/drinking waters per batch. Unless the lab holds different certified methods for different water matrices (drinking water vs non-potable), all samples for a particular method are generally batched together and share batch QC. Batch QC, such as MS/MSD/duplicate sets are analyzed at random, regardless of water type. Solid samples are treated similarly, regardless of consistency.*

**16. DESCRIBE THE PROCESS FOR COUNTY-REQUESTED SPECIAL NOTIFICATIONS (USUALLY RELATED TO REGULATORY EXCEEDANCES).**

*The County personnel would request this special notification from the AEL Project Manager.*

**Reports and Invoices**

**EXAMPLES OF TYPICAL REPORTS, INVOICES, AND COCS.**

*See Appendix H for example of Report, Invoice and COC.*

**1. DESCRIBE HOW REPORTS AND INVOICES ARE UNIQUELY IDENTIFIED.**

*Reports and invoices are uniquely identified by the LIMS unique, assigned workorder number/project number/job number (however named). When samples are logged into our LIMS, systems the a unique workorder number is automatically assigned linking the county samples to the project, bottles, tests, COC, report and invoice.*

**2. DESCRIBE HOW REPORTS AND INVOICES ARE UNEQUIVOCALLY LINKED TO EACH OTHER FOR A SINGLE CHAIN OF CUSTODY OF SAMPLES/TESTS.**

*Reports and invoices are uniquely identified by the LIMS automatically generated identification (workorder number). This LIMS workorder number becomes the link between the sample, report and*

invoice. This is a permanent reference.

**3. DESCRIBE THE ABILITY OF THE PROPOSER TO SEND REPORTS AND INVOICES ELECTRONICALLY TO MULTIPLE COUNTY RECIPIENTS.**

Reports and invoices are normally downloaded to a PDF file and then emailed to the County's list of recipients. Reports are also available on LabOnline site where the county can access reports 24 hours a day.

**4. LIST THE NORMAL DELIVERY TIMEFRAMES FOR REPORTS WITH INVOICES; LIST ALL TIMEFRAMES FOR TESTS LISTED IN ATTACHMENT A IF THERE IS MORE THAN ONE TIMEFRAME. ALSO INCLUDE DELIVERY TIMEFRAMES FOR REPORTS WITH INVOICES FOR SUB-CONTRACTED WORK.**

Standard TAT for reports and invoices for AEL analyses is 10 working days. Special analysis or requests may require additional time. Rush analysis can be performed, and this request needs to be coordinated through the Project Manager. Most subcontracted analyses also have a 10 business day turnaround from sample receipt to their laboratory. If there is a delay with AEL or Subcontractor TAT, the AEL PM will notify the appropriate County PM.

**5. LIST THE ITEMS THAT ARE INCLUDED ON INVOICES.**

Invoices will include the County's PO number, AEL workorder number, Project name, quantities, collection dates, received dates and individual analysis along with their prices. The workorder number recorded on the invoice serves to link the invoice to the final report.

**6. LIST ALL ITEMS THAT ARE INCLUDED IN REPORTS. INCLUDE A DESCRIPTION HOW QC SAMPLES ARE ASSOCIATED WITH PINELLAS COUNTY SAMPLES WITHIN REPORTS. DESCRIBE HOW CONTRACTOR LABORATORY'S REPORTS COMPLY WITH THE REQUIREMENTS IN FAC 62-160.340.**

AEL's standard report includes a Cover page associated with the sample batch. Additional information included in the standard report should be requested through the PM. AEL's Final Reports meet NELAC TNI requirements and must meet the requirements in FAC 62-160.340.

**7. DESCRIBE THE PROPOSER'S ABILITY TO DELIVER REPORTS IN THE FOLLOWING FORMATS ON A REGULAR BASIS:**

**8. STANDARD LABORATORY REPORT (PDF) WITH RELATED QC INCLUDED - THAT MEET ALL NELAC/TNI CRITERIA (COMPLIANCE WITH MOST RECENT FAC 64E-1)**

**9. FDEP WIN (WATERSHED INFORMATION NETWORK) - LATEST VERSION**

**10. FDEP ADAPT (AUTOMATED DATA PROCESSING TOOL) - LATEST VERSION**

**11. FAC 62-550.730: ALL FORMATS - LATEST VERSIONS**

**12. DESCRIBE ITEMS ON PAGES 1 AND 3 OF THE 62-550.730 CHEMISTRY REPORT THAT THE PROPOSER IS WILLING TO FILL OUT BASED ON INFORMATION PROVIDED ON THE ASSOCIATED COC.**

**13. CUSTOM EDDs**

**14. UCMR (UNREGULATED CONTAMINANTS MONITORING RULE - 40CFR141) - LATEST VERSION**

**15. IS THE PROPOSER REGISTERED AS AN ACTIVE USER ON THE EPA CDX\SDWRS\UCMR#**

**INTERNET-BASED REPORTING SYSTEM?**

*AEL can provide all the deliverables listed above. AEL Tampa houses the AEL IT staff. AEL IT staff configures custom Electronic Deliverables as one of the many services AEL provides. AEL can complete Page 1 sample site information fields on, Page 2, and Page 3 of the 62.550.730 forms on the Final Reports. AEL is an EPA Certified UCMR 5 laboratory for the past two years. By being a UCMR 5 laboratory, AEL is registered using and reporting results in the EPA's CDX/SDWARS System.*

**16. DOES THE PROPOSER PROVIDE CASE NARRATIVES WITH REPORTS? IF SO, DESCRIBE THE FREQUENCY AND TYPICAL USAGE IF NOT INCLUDED WITH EVERY REPORT.**

*Case narratives are addendums to the analytical report that explain anything out of the ordinary that happened with the samples during the sample receipt through the analytical processes. The analytical case narratives are compiled for each analytical batch. They are broken down into sections – one for organics and one for inorganics. Case Narratives are not required in all projects at AEL, but are utilized to explain anything out of the ordinary that happened with the samples during the sample receipt through the analytical processes. In general, most case narratives are attached to explain a data qualifier that is contained in the final report. Some clients may never see any case narratives attached to their final reports if everything from sample receipt to analysis ran smoothly, while they may be more common for other clients' sample sites. They are most often used for notification of sample QC exceedances resulting from matrix interferences. Some samples have more matrix interferences than others, based on makeup, which affects how often a case narrative may be seen per sample site. Case narratives can also be used to report items such as insufficient preservation, hold time exceedance, temperature receipt exceedance, chlorine exceedance, lab contamination or lab batch QC exceedances, all of which are very uncommon.*

**17. DOES THE PROPOSER HAVE AN ONLINE ACCESS/CLIENT PORTAL FOR VIEWING DATA, REPORTS, AND INVOICES? IF SO, DESCRIBE THE CAPABILITIES AND SECURITY.**

*Reports and invoices are normally downloaded to a PDF file and then emailed to the appropriate County's list of recipients. Reports are also available on LabOnline site where the county can access reports and Invoices 24 hours a day. Specific guidelines will be set at Counties request on filing specifications. For security, AEL coordinates with the appropriate County PM to designate who has access to specific project data in LabOnline, and each user has a unique username and password. Two different accounts will need to be created to ensure confidentiality of project data; one for Pinellas County Utilities and one for Pinellas County Solid Waste.*

**18. DESCRIBE ANY SURCHARGES, WASTE DISPOSAL CHARGES, ENVIRONMENTAL IMPACT FEES, AND ANY OTHER FEES THAT MAY BE CHARGED FOR WORK RELATED TO THE ITEMS LISTED IN ATTACHMENT A.**

*All AEL and Subcontractor charges for analyses are included in the Unit Prices in Attachment B -Price Proposal. No additional fees will be imposed.*

**19. DISCUSS ANY CHARGES RELATED TO THE PROPOSER LABORATORY/METHOD REQUIRED BLANKS (I.E., TRIP BLANKS, ETC.).**

*AEL does charge for EPA Required UCMR5 PFAS Field Blanks. AEL does not charge for analysis of required NELAC QC Blanks. If Pinellas County requires analysis of a Field Blank, Equipment Blank, or Trip Blank, AEL will charge for it as if it is an actual environmental sample.*

**20. DESCRIBE ANY DIFFERENCES IN COST FOR WORK THAT THE PROPOSER SUBCONTRACTS:**

**21. WITHIN THEIR ORGANIZATION.**

**22. OUTSIDE THEIR ORGANIZATION.**

*AEL does not increase any charges for analyses performed by other AEL laboratories. AEL does mark up subcontractor rates outside our organization to cover overhead costs such as shipping and sample processing. All these costs are included in the unit Rates in Attachment B.*

**23. DESCRIBE HOW SUBCONTRACTED DATA IS REPORTED.**

*The subcontract laboratory emails completed reports to the AEL Project Manager. The AEL Project Manager reviews the data, then inserts the data into the AEL PDF final report. The final PDF report is then emailed to the appropriate County contact.*

**24. DESCRIBE HOW SUBCONTRACTED LABORATORIES ARE PAID AND BY WHOM.**

*Typically, AEL pays the Subcontractor within 30 days of being paid by the County. Depending on the subcontractor, AEL may occasionally pay up front before the County has paid AEL.*

**25. DESCRIBE HOW LONG DATA AND REPORTS ARE RETAINED.**

*AEL retains sample data / reports for a minimum of 5 years upon completion of the analysis.*

**Miscellaneous**

**1. IS THE PROPOSER WILLING TO BEAR THE COSTS RELATED TO RESAMPLING BY THE COUNTY SHOULD THE PROPOSER FAIL TO ANALYZE SAMPLES WITHIN HOLD TIME OR OBTAIN A QUESTIONABLE RESULT DUE TO:**

**(1) DAMAGING A SAMPLE IN THEIR POSSESSION**

**(2) LOSING A SAMPLE**

**(3) CONTAMINATING A SAMPLE**

**(4) OTHER PROPOSER ERROR**

**(5) IF WILLING, PROVIDE A STATEMENT TO THIS EFFECT.**

*AEL will cover the resampling costs of samples if samples are damaged in our possession, loss of sample, contaminate a sample or other error while sample is in AEL's possession.*

**2. DESCRIBE HOW LONG SAMPLES ARE RETAINED AFTER THE FINAL REPORT AND INVOICE ARE DELIVERED TO THE COUNTY.**

*The Minimum sample retention time is 30 days from the receipt of sample. Samples requiring storage beyond the minimum time may be stored at ambient temperatures.  
If Pinellas County would like their samples maintained beyond this time frame, a request should be made through the AEL Project Manager.*

**3. DESCRIBE THE PROPOSER'S WILLINGNESS TO ALLOW ON-SITE INSPECTIONS DURING NORMAL BUSINESS HOURS BY THE COUNTY WITH NOTICE.**

*AEL always encourages and requests that our clients visit and perform on-site inspections during normal business hours.*

**4. IS THE PROPOSER WILLING TO SUBMIT PRICES FOR ITEMS LISTED IN ATTACHMENT A? ALSO, PROVIDE HOW THOSE PRICES MAY/MAY NOT CHANGE DURING THE CONTRACT PERIOD. IF WILLING, PROVIDE A DESCRIPTION OF THIS PROCESS.**

*AEL's Prices for items listed in Attachment A are in Attachment B Price Page. AEL's unit price is set for the contract duration. AEL would request Pinellas County to relook at pricing unit rates if there is an economic impact necessity. The request would be in writing to the County.*

**5. IS THE PROPOSER WILLING TO ACCEPT WORK NOT LISTED IN THIS RFP? DESCRIBE HOW THIS WORK WILL BE QUOTED TO THE COUNTY.**

*As in the past, AEL will work with the county in accepting work that is not listed in the proposal. The AEL Project Manager will discuss the project requirements including MDL's, methods and pricing with the county to meet the county's request.*

**6. DESCRIBE THE PROCESS TO BE USED WHEN THE PROPOSER NEEDS TO SUBSTITUTE A TEST METHOD FOR THE ONE THAT WAS REQUESTED. INCLUDE DOCUMENTATION TO BE PROVIDED TO THE COUNTY AND THE TIME FRAME FOR COMMUNICATING THIS INFORMATION.**

*AEL is always looking at increasing our efficiency and updating our instrumentation. If a new method is available and meets the contract requirements, AEL will request Pinellas County to look at alternative methods. Methods must meet regulations and permits. The AEL PM will email the appropriate County PM to ask if the alternative method is possible and schedule when the switch can occur to not compromise Data Quality Objectives.*

*Any new methods or method substitutions are required to meet the TNI Standard criteria (i.e. be accredited by FDOH ELCP), CFR 146 requirements, FDEP regulations (including any tables of approved methods), and client requirements (such as permit requirements, etc.), unless agreed upon otherwise, in writing, in advance.*

## Tab 5 Exceptions to RFP

Advanced Environmental Laboratories, Inc. has no exceptions to specifications in the Solicitation 24-0687-RFP for Pinellas County.

## Exhibit G – Price Page

### ADDENDUM No. 1 - 24-0687-RFP Laboratory Testing And Field Sampling Services - Water, Solids, And Chemicals

Line Item	Frequency	Description	Three Year Quantity	Unit of Measure	Unit Cost	Extended Total
1	As Needed	ASTM D-7605-11 (4-Nonylphenol)	15	Each	\$550.00	\$8,250.00
2	As Needed	EPA 1613 (Dioxins)	15	Each	\$250.00	\$3,750.00
3	As Needed	EPA 1631 E	58	Each	\$60.00	\$3,480.00
4	As Needed	EPA 1664 A or 1664 B	45	Each	\$30.00	\$1,350.00
5	As Needed	EPA 1666 (Acetates)	18	Each	\$400.00	\$7,200.00
6	As Needed	EPA 180.1/SM2130B	42	Each	\$8.00	\$336.00
7	As Needed	EPA 200.7	138	Each	\$6.00	\$828.00
8	As Needed	EPA 200.8	110	Each	\$6.00	\$660.00
9	As Needed	EPA 245.1	180	Each	\$20.00	\$3,600.00
10	As Needed	EPA 300.0	79	Each	\$7.00	\$553.00
11	As Needed	EPA 300.1	15	Each	\$10.00	\$150.00
12	As Needed	EPA 351.2	36	Each	\$13.00	\$468.00
13	As Needed	EPA 353.2	30	Each	\$8.00	\$240.00
14	As Needed	EPA 365.1	30	Each	\$7.00	\$210.00
15	As Needed	EPA 365.4	36	Each	\$11.50	\$414.00
16	As Needed	EPA 410.4	36	Each	\$9.00	\$324.00
17	As Needed	EPA 420.4	156	Each	\$20.00	\$3,120.00
18	As Needed	EPA 504.1	18	Each	\$32.00	\$576.00
19	As Needed	EPA 508 or EPA 508.1	30	Each	\$57.50	\$1,725.00
20	As Needed	EPA 515.3	15	Each	\$69.00	\$1,035.00
21	As Needed	EPA 524.2 TTHMs only	945	Each	\$35.00	\$33,075.00
22	As Needed	EPA 524.2 Full List	30	Each	\$45.00	\$1,350.00
23	As Needed	EPA 525.2	30	Each	\$70.00	\$2,100.00
24	As Needed	EPA 531.1	18	Each	\$40.00	\$720.00
25	As Needed	EPA 547	24	Each	\$35.00	\$840.00
26	As Needed	EPA 548.1	18	Each	\$50.00	\$900.00
27	As Needed	EPA 549.2	18	Each	\$50.00	\$900.00
28	As Needed	EPA 552.2	915	Each	\$50.00	\$45,750.00
29	As Needed	EPA 608.3	120	Each	\$60.00	\$7,200.00
30	As Needed	EPA 615	15	Each	\$185.00	\$2,775.00
31	As Needed	EPA 624 or EPA 624.1 TTHMs only	150	Each	\$30.00	\$4,500.00
32	As Needed	EPA 624 or EPA 624.1 Full List	300	Each	\$55.00	\$16,500.00
33	As Needed	EPA 625.1	120	Each	\$105.00	\$12,600.00
34	As Needed	EPA 1677-OIA (Free Cyanide)	15	Each	\$175.00	\$2,625.00
35	As Needed	EPA 6010	30	Each	\$6.50	\$195.00
36	As Needed	EPA 6020	30	Each	\$6.50	\$195.00
37	As Needed	EPA 7470 or 7471	240	Each	\$18.00	\$4,320.00
38	As Needed	EPA 8011	15	Each	\$35.00	\$525.00
39	As Needed	EPA 8260	300	Each	\$55.00	\$16,500.00
40	As Needed	EPA 8270	60	Each	\$100.00	\$6,000.00
41	As Needed	EPA 8081 (Permethrin)	60	Each	\$270.00	\$16,200.00
42	As Needed	EPA 8082	15	Each	\$55.00	\$825.00
43	As Needed	EPA 8141	15	Each	\$80.00	\$1,200.00
44	As Needed	EPA 8151 (Picloram)	15	Each	\$366.00	\$5,490.00
45	As Needed	EPA 9012 (9014) CN	15	Each	\$25.00	\$375.00
46	As Needed	EPA 9066	15	Each	\$250.00	\$3,750.00
47	As Needed	EPA 900 (Gross Alpha)	15	Each	\$40.00	\$600.00
48	As Needed	EPA 903.1 (Radium 226)	15	Each	\$75.00	\$1,125.00
49	As Needed	EPA Ra-05 (Radium 228)	15	Each	\$75.00	\$1,125.00
50	As Needed	Total Radium Calculation	15	Each	\$30.00	\$450.00
51	As Needed	FL-PRO	18	Each	\$40.00	\$720.00
52	As Needed	SM 2320B	172	Each	\$10.00	\$1,720.00
53	As Needed	SM 2340 B (calculated)	31	Each	\$12.00	\$372.00
54	As Needed	SM 2540B	42	Each	\$7.00	\$294.00
55	As Needed	SM 2540 C	106	Each	\$9.00	\$954.00
56	As Needed	SM 2540 D	342	Each	\$9.00	\$3,078.00



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57	As Needed	SM 2540G	150	Each	\$12.00	\$1,800.00
58	As Needed	SM 4500CIB	106	Each	\$12.00	\$1,272.00
59	As Needed	SM 4500-CN-E	186	Each	\$25.00	\$4,650.00
60	As Needed	SM 4500-CN-G (Amenable & Free Cyanide)	18	Each	\$35.00	\$630.00
61	As Needed	SM 4500H+B	27	Each	\$5.00	\$135.00
62	As Needed	SM 4500NO3-F	112	Each	\$8.00	\$896.00
63	As Needed	SM 4500NO3F-SM4500NO2B (calculated)	121	Each	\$8.00	\$968.00
64	As Needed	SM 4500NO2B	106	Each	\$8.00	\$848.00
65	As Needed	SM 4500NH3H	106	Each	\$15.00	\$1,590.00
66	As Needed	SM 5310B	64	Each	\$20.00	\$1,280.00
67	As Needed	SM 5540 C	15	Each	\$22.00	\$330.00
68	As Needed	SM 9215E (SimPlate)	15	Each	\$0.00	\$0.00
69	As Needed	SM 9215D	27	Each	\$0.00	\$0.00
70	As Needed	SW 9045C	18	Each	\$0.00	\$0.00
71	As Needed	SW-846 6010	105	Each	\$6.50	\$682.50
72	As Needed	SW-846 7470A	316	Each	\$15.00	\$4,740.00
73	As Needed	SW-846 7471A	99	Each	\$15.00	\$1,485.00
74	As Needed	SW-846 8260B, 8260D, 8260-SIM	400	Each	\$0.00	\$0.00
75	As Needed	Hex Chrom SM 3500CR-D	15	Each	\$40.00	\$600.00
76	As Needed	TKN+Nox Calculation	30	Each	\$30.00	\$900.00
77	As Needed	HAA5 includes HAA6Br, HAA9	30	Each	\$50.00	\$1,500.00
78	As Needed	Particle Size PSA	60	Each	\$90.00	\$5,400.00
79	As Needed	ASTM-D516-16	30	Each	\$15.00	\$450.00
80	As Needed	EPA 1633 PFAS	60	Each	\$345.00	\$20,700.00
<b>UCMR Testing</b>						
81	As Needed	UCMR EPA 200.7	30	Each	\$30.00	\$900.00
82	As Needed	UCMR EPA 533	30	Each	\$250.00	\$7,500.00
83	As Needed	UCMR EPA 537.1	30	Each	\$250.00	\$7,500.00

**Solid Waste**

Line Item	Frequency	Analytic Method/Test	Description	Three Year Quantity	Unit of Measure	Unit Cost	Extended Total	Site Location	Sample ID Location
84	Semi-annual	SM 2540C	Total Dissolved Solids	144	Each	\$9.00	\$1,296.00	<b>Groundwater Bridge Way Acres ("BWA")</b>	MW-16, MW-18A, MW-19A, MW-20A, MW-21, MW-22, MW-26, MW-27, MW-28, MW-29, MW-30, MW-31, PZ-5, PZ-16C, PZ-23, PZ-27, PZ-28, PZ-29, PZ-34, PZ-36, PZ-48, FL-5, FL-6 (23 wells + 1 eq bl)
85	Semi-annual	SM 4500CIB	Chloride	144	Each	\$12.00	\$1,728.00		
86	Semi-annual	EPA 200.7-NPW	Heavy metals	144	Each	\$36.00	\$5,184.00		
87	Semi-annual	EPA 200.8-NPW	Trace metals	144	Each	\$66.00	\$9,504.00		
88	Semi-annual	SM 4500NH3H	Ammonia	144	Each	\$20.00	\$2,880.00		
89	Semi-annual	SM 4500-NO2B	Nitrite	144	Each	\$8.00	\$1,152.00		
90	Semi-annual	SM 4500NO3F	Nitrate+Nitrite	144	Each	\$14.00	\$2,016.00		
91	Semi-annual	SM4500NO3F-SM4500NO2B*	Nitrate	144	Each	\$1.00	\$144.00		
92	Semi-annual	SW-846 7470A	Mercury	162	Each	\$15.00	\$2,430.00		
93	Semi-annual	SW-846 8260	Volatile Organic Compounds (VOCs)	180	Each	\$45.00	\$8,100.00		
94	Semi-annual	SW-8260(SIM)	Volatile Organic Compounds (VOCs)	180	Each	\$30.00	\$5,400.00		
95	Semi-annual	Field Sampling all tests above	Field Sampling	6	Each	\$4,320.00	\$25,920.00	See Above	
96	Semi-annual	ASTM D516-16	Sulfate	84	Each	\$12.00	\$1,008.00		
97	Semi-annual	SM 2320B	Bicarbonate, Carbonate, Phenolphthalein & Total Alk	84	Each	\$20.00	\$1,680.00	<b>Groundwater Toytown</b>	MW-1, MW-2A, MW-3, MW-4, MW-5, MW-6A, MW-7, MW-8, MW-9, MW-10, MW-15, MW-24, MW-25 (13 wells + 1 eq bl)
98	Semi-annual	SM 2540C	Total Dissolved Solids	84	Each	\$9.00	\$756.00		
99	Semi-annual	SM 4500CIB	Chloride	84	Each	\$12.00	\$1,008.00		
100	Semi-annual	SM 5310B	Total Organic Carbon	84	Each	\$30.00	\$2,520.00		
101	Semi-annual	EPA 200.7-NPW	Heavy metals	84	Each	\$18.00	\$1,512.00		
102	Semi-annual	EPA 200.8-NPW	Trace metals	84	Each	\$20.00	\$1,680.00		
103	Semi-annual	SM 4500NH3H	Ammonia	84	Each	\$20.00	\$1,680.00		
104	Semi-annual	SM 4500-NO2B	Nitrite	84	Each	\$8.00	\$672.00		
105	Semi-annual	SM 4500NO3F	Nitrate+Nitrite	84	Each	\$14.00	\$1,176.00		
106	Semi-annual	SM4500NO3F-SM4500NO2B*	Nitrate	84	Each	\$1.00	\$84.00		

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107	Semi-annual	SW-846 7470A	Mercury	66	Each	\$15.00	\$990.00		MW-1, MW-2A, MW-3, MW-4, MW-5, MW-6A, MW-7, MW-8, MW-9, MW-10 (10 wells + 1 eq bl)
108	Semi-annual	SW-846 8260B	Volatile Organic Compounds (VOCs)	78	Each	\$45.00	\$3,510.00		MW-1, MW-2A, MW-3, MW-4, MW-5, MW-6A, MW-7, MW-8, MW-9, MW-10 (10 wells + 1 eq bl + 2 trip blank)
109	Semi-annual	Field Sampling all tests above	Field Sampling	6	Each	\$2,880.00	\$17,280.00		See Above
110	Semi-annual	EPA 200.7-NPW	Heavy metals	12	Each	\$24.00	\$288.00		
111	Semi-annual	EPA 200.8-NPW	Trace metals	12	Each	\$20.00	\$240.00	Surface Water Toytown	
112	Semi-annual	EPA 1631E	Mercury	12	Each	\$60.00	\$720.00		
113	Semi-annual	SM 2340B	Calcium Hardness, Calculated	12	Each	\$18.00	\$216.00		
114	Semi-annual	Field Sampling all tests above	Field Sampling	6	Each	\$360.00	\$2,160.00		
115	Monthly	EPA 200.7-NPW	Calcium	36	Each	\$6.00	\$216.00		
116	Monthly	SM 2340B	Calcium Hardness, Calculated	36	Each	\$18.00	\$648.00		
117	Monthly	EPA 200.7-NPW	Calcium	36	Each	\$6.00	\$216.00		
118	Monthly	SM 2340B	Calcium Hardness, Calculated	36	Each	\$18.00	\$648.00		
119	Monthly	SM 2320B	Total Alkalinity	36	Each	\$20.00	\$720.00	Industrial Water Treatment Facility ("IWTF")	
120	Monthly	SM 2540D	Total Suspended Solids	36	Each	\$11.00	\$396.00		
121	Monthly	ASTM D516-11	Sulfate	36	Each	\$12.00	\$432.00		
122	Quarterly	SM 9215D	Heterotrophic Bacteria	12	Each	\$30.00	\$360.00		
123	Quarterly	SM 9215D	Heterotrophic Bacteria	12	Each	\$30.00	\$360.00		
124	Monthly	ASTM D516-11	Sulfate	36	Each	\$12.00	\$432.00		
125	Quarterly	SM 9215D	Heterotrophic Bacteria	12	Each	\$30.00	\$360.00		
126	Quarterly	EPA 200.7-NPW	Iron	12	Each	\$6.00	\$72.00		
127	*Shows on laboratory report, but these are calculated values, not tests performed								

**Additional Services To be Ordered As and If Needed**

Line Item	Frequency	Description	Three Year Quantity	Unit of Measure	Unit Cost	Extended Total
128	As Needed	24-Hour Rush, 100% Rush Fee Surcharge	30	Each	100%	\$30.00
129	As Needed	48-Hour Rush, 75% Rush Fee Surcharge	30	Each	75%	\$22.50
130	As Needed	72-Hour Rush, 50% Rush Fee Surcharge	30	Each	50%	\$15.00
131	As Needed	Field sampling, all tests	74	Hour	\$65.00	\$4,810.00
132	As Needed	Trip Charge, per hour	20	Hour	\$15.00	\$300.00
133	As Needed	Trip Charge, per trip	17	Each	\$30.00	\$510.00

**Unspecified**

Line Item	Frequency	Description	Quantity	Unit of Measure	Unit Cost	Total	
134	As Needed	Unspecified- other tests not listed, substitute testing methods, etc.	1	All	\$40,000.00	\$40,000.00	
135	<b>Contingency (Unspecified Department Use)</b>						\$5,000.00
136	<b>Grand Total</b>					\$463,355.00	

Populate areas in green. Quantities quoted are estimated totals, and there is no guarantee of the number of services, if any, to be ordered. All pricing stated shall be FOB Destination and inclusive of all fees and charges incurred to provide these services. In the event that an awarded item (test method) is no longer available, or the Contractor no longer offers the item (test method) during the term of this contract, the Contractor shall provide an approved acceptable substitute item (test method) at a mutually acceptable negotiated price. Updates to methods, such as required by EPA's Method Update Rule or other regulations, shall retain the price of the previous test method version unless just cause can be shown to change the price. The Contractor shall file a written request with the purchasing department and be granted approval to substitute in writing before any substitution may be made.