

Date of Action:	5/13/13	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	
By:	<i>[Signature]</i>	

## CITY COUNCIL ACTION MEMORANDUM

**AM No. 13-12: Awarding a three (3) year contract to Analytica, effective July 1, 2013 in the amount of \$54,073 to perform Water & Waste Water Laboratory Testing Services.**

Originator: April Dwyer, Purchasing/Contracting Officer

Date: 4/25/2013

Agenda of: 5/13/2013

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	5/6/13
X	Finance Director	<i>[Signature]</i>	5/7/13
X	Deputy Administrator	<i>[Signature]</i>	5/7/13
X	City Clerk	<i>[Signature]</i>	5/6/13

Reviewed by Mayor Verne E. Rupright: *[Signature]*

Fiscal Impact:  yes or  no

Funds Available:  yes or  no

**Account name/number/amount:**

Sewer Professional Services Other	310.4353.435.30.34	FY14	\$ 2,614
Water Professional Services Other	320.4363.436.30.34		<u>\$19,747</u>

Total: \$22,361

The below table reflects the fiscal impacts for each fiscal year related to the contract term. Appropriation amounts for FY2014 through FY2016 are contingent upon Council adoption of future fiscal years budgeted amounts.

ACCOUNT #	FY2014	FY2015	FY2016	TOTAL
310.4353.435.30.34	\$2,614	\$2,614	\$2,614	\$7,842
320.4363.436.30.34	\$19,747	\$11,142	\$15,342	\$46,231
TOTAL	\$22,361	\$13,756	\$17,956	\$54,073

**Attachments:** Analytica unit price bid and signature page (3 pages)

ITB 0308-0-2013/AD Water & Waste Water Testing bid tabs (1 page)

Testing Schedule Spreadsheet by location (1)

**Summary Statement:** On March 8, 2013 the City of Wasilla issued an Invitation to Bid, ITB 0308-0-2013/AD for Water & Waste Water Laboratory Testing. Three (3) bids were received. After review of the bids received from SGS North America, Analytica, and Mat-Su Test Lab it is recommended that the City award a three (3) year contract to Analytica beginning on July 1, 2013 through June 30, 2016.

**Staff Recommendation:** Adopt AM No. 13-12

The bid price is to include the following components:

1. The Contractor will be responsible for supplying all coolers, ice packs, sample containers, labels, preservatives, equipment and sampling instructions needed to successfully complete each test report.;
2. The Contractor is responsible for all shipping fees, and/or any pick-up and delivery;
3. All labor, equipment, shipping, handling charges and supplies needed to fulfill the contract as described in this bid document.

	Frequency/Parameter	Method	# of Samples per Frequency	Price Each	Total Bid Price (# of Samples per Frequency x Price Each)
<b>Water</b>	<b>Monthly</b>				
	--- Total Coliform	9223.B	25	\$22.00	\$ 550.00
	<b>Quarterly</b>				
				\$	\$
	<b>Annual</b>				
	--- Nitrate	4500	14	\$ 37.00	\$ 518.00
	CL2 DBP(Total Res. Chlorine (field test))	4500-CL	6	\$ N/C	\$ N/C
	--- Combined TTHM & HAA5	524.21/552.2	6	\$295.00	\$ 1,770.00
	--- Combined TTHM & HAA5	524.21/552.2	6	\$295.00	\$ 1,770.00
	<b>Bi-annual</b>				
	--- Arsenic	200.8	14	\$ 24.00	\$ 336.00
	--- Old Inorganics		14	\$152.00	\$ 2,128.00
	--- New Inorganics		14	\$124.00	\$ 1,736.00
	<b>Tri-Annual</b>				
	--- Lead & Copper	200.8	65	\$ 29.00	\$ 1,885.00
	<b>Quadrennial</b>				
	--- V O C's		14	\$ 180.00	\$ 2,520.00

Bid No. ITB-0308-0-2013/AD

<b>Sewer</b>	<b>Monthly</b>					
	--- BOD	5210.B	2	\$ 49.00	\$ 98.00	
	--- Membrane Filter	922.D	2	\$ 45.00	\$ 90.00	
	--- Nitrate as Nitrogen	4500-No3E	4	\$ 23.00	\$ 92.00	
	<b>Quarterly</b>					
	--- Fecal Coliform	Membrane Filter	2	\$ 45.00	\$ 90.00	
	--- Conductivity	2510.B	5	\$ 19.00	\$ 95.00	
	--- pH	4500-HB	5	\$ 12.00	\$ 60.00	
	<b>Annual</b>					
	--- Lead	200.8	4	\$ 10.00	\$ 40.00	
	--- Chromium	200.9	4	\$ 10.00	\$ 40.00	
	--- Cadmium	200.9	4	\$ 10.00	\$ 40.00	
	--- Mercury	200.9	4	\$ 30.00	\$ 120.00	
	--- Silver	200.9	4	\$ 10.00	\$ 40.00	
	<b>Special</b>	<b>Annual</b>				
		Field Sampling Charge (upon request)	\$55 per location		\$	\$
		Expedite Lab Test Request Fee	24-48 Hr. 100% 3 B.Day 75% 5 B.Day 50%		\$	\$
		Other Charge:	----		\$	\$
				Total	\$	\$14,018.00

**YOU MUST ATTACH A COPY OF YOUR OSHA 300 LOGS FOR 2010, 2011 and 2012.**

This pricing information is hereby provided in accordance with the terms and conditions of this Invitation to Bid. I have read, understand, and agree to all terms and conditions herein.

Company Name: Analytica

Contact Name: Elizabeth Rensch E-Mail Address: er@analyticagroup.com

Address: 701 E. Parks Highway #203

City: Wasilla State: AK Zip: 99654

Telephone (907) 375-8977 Fax (907) 248-6634 Federal Tax ID No.: 841061704

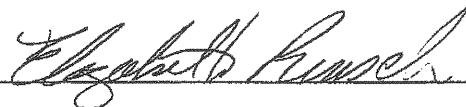
Payment Terms Net 30

Signed 

Print Name & Title Elizabeth Rensch, Business Development Manager

Date 3/19/13

I have read, understand and agree to comply with the terms and conditions specified in this Invitation to Bid. Checking "YES" indicates acceptance, while checking "NO" denotes non-acceptance and should be detailed below. Any exceptions must be documented.

YES  NO  SIGNATURE 

**EXCEPTIONS: Attached additional sheets if necessary.**

Note: 2.5.A-Analytica is requesting local contractor preference per referenced requirements.

**Exception(s)**

16.i-Due to the scope of work provided by Analytica (Water and Wastewater Lab Services) professional liability coverage is not required by our insurer, thus not part of Analytica's suite of insurance coverage. Professional liability insurance was waived by Josie Judd in the last contract period. Our Insurance Certificate is attached.

16.k.ii- Waiver of Subrogation is not permitted by our insurance provider. Claims against Analytica would be referred to our Legal counsel, Mr. Tracy Woo, The Aleut Corporation and insurance carrier. An exception to Waiver of Subrogation was granted by Josie Judd in the last contract period.

National Environmental Laboratory Accreditation Conference (NELAC). See attached letter from ADEC. NELAC is not required by the Alaska Department of Environmental Conservation (ADEC) or the other states where Analytica has laboratories. NELAC is used as a method of reciprocity and not required to meet an individual State's licensing standard. Please see attached confirmation letter from Lance Morris, ADEC Laboratory Certification Officer.

**BID TOTALS**

No. 0308-0-2013/AD  
 Water & Waste Water Testing  
 Bid Opening: March 22, 2013 @ 3pm

Company:	SGS North America	Analytica	Mat-Su Test Lab		
	\$18,167	\$14,018	\$29,898		
APPARENT LOW/BID		XXXX			

Company					
Total Bid					

