



CITY OF ALBANY  
DEPARTMENT OF WATER & WATER SUPPLY  
10 NORTH ENTERPRISE DRIVE  
ALBANY, NEW YORK 12204  
TELEPHONE (518) 434-5300  
FAX (518) 434-5332

KATHY M. SHEEHAN  
MAYOR

JOSEPH E. COFFEY, JR., P.E.  
COMMISSIONER

**REQUEST FOR PROPOSAL  
ANALYTICAL LABORATORY SERVICES  
November 14, 2016**

I. PURPOSE

The Albany Water Board (AWB) hereby requests proposals from qualified firms or individuals to provide **ANALYTICAL LABORATORY** services to the Albany Water Board in connection with testing of water and other matrices for regulatory compliance and support for water treatment plant operations.

II. RECEIPT OF PROPOSALS

Three (3) copies of the proposal must be received no later than: Monday November 28<sup>th</sup>, 2016 at 4:00PM local time:

Joseph E. Coffey, Jr., P.E., Commissioner  
Albany Water Board  
10 North Enterprise Drive  
Albany, New York 12204  
Phone: 518-434-5300

The proposals submitted will be the documents upon which the Albany Water Board will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the services contemplated by the contract.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the Board to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the Board, or participating in any selection interviews.

Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals (RFP) unless the submitted proposal clearly and specifically states otherwise.

The Albany Water Board reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional proposals.

### III. QUALIFICATIONS OF PROPOSER

Each proposer shall provide a statement of qualifications including:

- a. A brief history and description of the firm submitting the proposal.
- b. Proof of current Laboratory Certification for all parameters included in this RFP.
- c. Identification of the firm's Laboratory Director and Project Manager who will be assigned to this engagement if the firm's proposal is selected, including resumes for each detailing qualifications, years and types of experience, education, etc.
- d. At least three (3) client references, including addresses and telephone numbers of the principal client contact.
- e. A signed cover letter from a person within the firm who is authorized to make representations on behalf of the firm and to bind the firm.

The Albany Water Board may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and the Board may subsequently request data for this purpose.

### IV. SCOPE OF SERVICES

The selected proposer will be required upon request to provide to the Albany Water Board with services including:

1. Courier services to pick up samples from: Feura Bush Water Treatment Plant, 501 Old Quarry Rd., Selkirk, NY, 12158; Water Department facilities at 10 North Enterprise Dr., Albany, NY 12204.
2. Analytical Services using stipulated testing methods for parameters outlined on the attached bid sheet.

### V. PURCHASE ORDER

Any award of the work contemplated by this RFP shall be conditioned on the later execution of a Purchase Order. The Albany Water Board reserves the right to revoke or rescind any award at any time prior to the full execution of a Purchase Order.

The engagement with the successful firm is intended to be for one year, with options for two (2) one year extensions.

## VI. RELATIONSHIP

The Proposer is, and will function as, an independent contractor under the terms of this Agreement and shall not be considered an agent or employee of the AWB for any purposes.

## VII. LICENSURE & CERTIFICATION

The Laboratory shall at all times obtain and maintain any and all licenses and certifications required by the State of New York and other agencies to perform the services contemplated by this Agreement.

## VIII. INDEMNIFICATION

Proposer agrees to defend, indemnify, and hold harmless the AWB and its members and officers, and the City of Albany and its officers, employees and agents, from and against all claims, actions, causes of action, injuries, damages, losses, liabilities, and expenses (including, without limitation, reasonable attorney's fees and court costs) arising out of, or in consequence of, any negligent or intentional act or omission of Appraiser or any of its officers, employees and agents, to the extent of its or their responsibility for such claims, actions, causes of action, injuries, damages, losses, liabilities, and expenses. The provisions of this Article shall survive any termination or expiration of this Agreement.

## IX. COST PROPOSAL

Provide a fee proposal to provide the requested services on the attached bid sheet, and a rate schedule for potential additional services provided to the AWB. The fee proposal and rate schedule shall be considering the potential for a three year engagement. No escalation in fee will be negotiated during the period of this engagement.

## X. PROPOSAL EVALUATION

Proposals shall remain valid until the execution of a Purchase Order. Proposals shall be examined and evaluated by a committee. A recommendation will be made for an award based on the following criteria: (a) the proposer's demonstrated capabilities, professional qualifications, experience, and track record in related engagements; (b) the wherewithal of the proposer to render the requested services to the Board in a timely fashion; (c) the completeness of the proposal; and (d) the total proposed cost.

## XII. SPECIFICATION CLARIFICATION

All inquiries with respect to this Request for Proposals shall be directed to the individual referenced in Section II above.

## XIII. NON-COLLUSIVE PROPOSAL CERTIFICATE & ACKNOWLEDGMENT:

Each proposer shall complete and submit with its, his, or her proposal the "Non-Collusive Proposal Certificate" and the "Acknowledgment" found on the pages which follow this page.

**City Of Albany  
 Department of Water and Water Supply  
 Water Quality Laboratory**

**Price Quote request for 2017 for Potable and Non Potable Water Analyses**

Contaminants	Total# of Samples / month / Quarter	Total # of Samples/year	Cost /sample	Total Cost	Turnaround Time	3 Day Turnaround Time Multiplier	Comments
THM and HAA	8-9 samples/Q	34					
Volatile Organics (POC)		1					
Synthetic Organic Carbons		1					
Inorganics Group I & II Metals & Nitrate		1					
Inorganics Table 8B Sanitary Code		1					
Distilled Water Metals & Suitability Including Metals, TOC and TKN		1					
Lead & Copper	Variable	50-60					
Specific Ultraviolet Absorbance	1	12					
Aluminum	1	12					
UCMR IV	1	12					Expected to begin by the end of 2017
TCLP	Variable						

**NON-COLLUSIVE PROPOSAL CERTIFICATE  
PURSUANT TO  
NEW YORK STATE  
GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

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(Date)

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(Signature)

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(Name and Title)

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(Name of Firm)

**ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me personally appeared \_\_\_\_\_, to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Partnership:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me personally appeared \_\_\_\_\_, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of \_\_\_\_\_ and that he/she has the Board to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me personally appeared \_\_\_\_\_, to me known, who, being by me sworn, did say that he resides at (give address) \_\_\_\_\_; that he is the (give title) \_\_\_\_\_ of the (name of corporation) \_\_\_\_\_, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_