

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

### **REQUEST FOR PROPOSALS TO PROVIDE LABORATORY ANALYTICAL SERVICES FOR JORDAN VALLEY WATER CONSERVANCY DISTRICT**

**July 2024**

#### Request for Proposals

This request is to invite proposals from certified laboratories (Proposing Laboratory) to provide analytical services for Jordan Valley Water Conservancy District (District) as defined in this document. **Hard copy proposals must be received in a sealed envelope at 15305 South 3200 W, Herriman, UT 84065 no later than 3:00 p.m. on Wednesday July 31, 2024, to be considered. The envelope must be clearly addressed to, Jon Hilbert, Water Quality Division Manager and reference the project name “Proposal to Provide Laboratory Analytical Services for Jordan Valley Water Conservancy District”. The associated proposed fee schedule must be sent separately in the provided Excel spreadsheet (see Pricing section on page 10) via email to Alisha Kimmerle @ [Alishak@jvwcd.org](mailto:Alishak@jvwcd.org) by the same 3:00 p.m. on Wednesday July 31, 2024 deadline.**

#### Introduction

Jordan Valley Water Conservancy District (District) was created in 1951 under the Water Conservancy Act as a political subdivision of the State of Utah. The District was organized as a regional water supply agency to develop a water supply for rapidly growing areas outside of the Salt Lake City service area. The District currently serves as a wholesale supplier to 17 member agencies and operates a retail distribution system in several parts of unincorporated Salt Lake County. The District owns and operates three water treatment plants, over 40 ground water wells, 26 storage reservoirs and 12 pump stations throughout the Salt Lake Valley.

#### Background

The District conducts extensive water quality analysis at each of its surface and ground water sources, water treatment plants, and throughout its distribution system in compliance with regulatory requirements. In addition, the District conducts a significant amount of additional water quality monitoring to fulfill its mission to protect public health through drinking water. Although the District maintains a certified environmental laboratory known as the Jordan Valley Laboratory, it is not cost effective for them to maintain certification for every desired parameter. Therefore, the District relies on outside analytical services to cover the gap between its in-house capabilities and its overall analytical needs.

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
Laboratory Analytical Services  
Page 2

---

### Objectives

The District would like to enter into an agreement (Agreement) with one or more laboratories to provide the analytical services that it does not perform in-house. The Proposing Laboratory must have and maintain TNI (The NELAC Institute) certification from the State of Utah for every parameter listed in their proposal unless otherwise stated in this request for proposal.

A detailed parameter list and associated sample load is shown in Attachment A. Specific methods listed are the methods used historically. Preferential consideration will be given to the methods indicated for data integrity reasons. However, other certified methods may be proposed and will be considered. Minimum reporting limits (MRL) are also listed because these are integral to maintaining the integrity of the District's historical data set as well.

The number of samples listed is an estimate and given strictly for the Proposing Laboratory to see the anticipated sample workload. The actual volume of samples and specific analysis requested will vary depending upon the District's need at the time. The Agreement will facilitate billing of the individual analyses performed and will not necessarily be limited to the parameter list of this request for proposal, the parameter list of the selected proposal, or the estimated sample count given in either.

### Specific Project Information

An estimate of the District's past sample load is presented below. This list is not to be considered complete nor binding. It is merely to assist in the preparation of proposals and to present a possible workload estimate. Specific parameters expected within each sample category listed below, are also given in Attachment A. The detailed list specifies methods used historically for each parameter and the minimum reporting limits desired for each. The project specific information for each selection criterion is outlined following the workload estimation.

<p style="text-align: center;"><b>General Test Category</b></p> <p style="text-align: center;">(See Attachment B for specific parameters within each group, methods and minimum reporting limits)</p>	<p style="text-align: center;"><b>Estimated Annual Load</b></p> <p style="text-align: center;">(number of samples)</p>
Algae / Cyanotoxins	24
Asbestos	2
Biological Oxygen Demand (BOD5)	4
Chlorite	48
Chloropicrin	4
Colilert	48
Complete Inorganics and Metals	220
Conductivity	30
Disinfection By-Products (DBPs)	50
DBPs Formation Potential	3
Fluoride Batch Analysis <sup>1</sup>	45
Heterotrophic Plate Count (HPC)	50
Mercury, Methyl	4
Mercury, Total (Low Detection Level)	116
Oil & Grease	1
Pesticides: Carbamates, Herbicides, PCBs, Semi-Volatile Compounds	20
PFAS/PFOA	15
Pharmaceutical and Endocrine Disruptor <sup>2</sup> (PPCP & EDC): Screen 1 and Screen 2	18
Protozoa: Cryptosporidium & Giardia	40
Radiologicals	10
Radon	3

JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
Laboratory Analytical Services  
Page 4

---

Selenium	104
<b>General Test Category</b> (See Attachment A for specific parameters within each group, methods and minimum reporting limits)	<b>Estimated Annual Load</b> (number of samples)
Silica	96
Solid Residuals <sup>1</sup>	8
Sulfite	96
Taste and Odor Compounds (Geosmin at low level)	260
Total Dissolved Solids (TDS)	203
Total Organic Carbon (TOC)	84
Total Suspended Solids (TSS)	104
Uranium	20
Volatile Organic Compounds (VOCs)	13
Whole Effluent Toxicity Test: Acute & Chronic	12

1. This test is not a water matrix. Fluoride batch testing is a concentrated solution of sodium fluorosilicic acid. Solids residuals is a soil sample.
2. The pharmaceutical and endocrine disrupter analyses do not have to be certified but should adhere to established methods and laboratory procedures.

### Certified Analysis

The District will consider awarding a contract to one or more laboratories as necessary, however preference will be given to the Proposing Laboratory that can perform multiple analyses to keep the number of laboratories the District uses to a minimum. Absolutely all analysis, whether used for compliance or not, must be certified under current TNI (The NELAC Institute) requirements. The Proposing Laboratory must be specifically listed as certified by the State of Utah for each analysis included in the proposal, and documentation must be provided to demonstrate current certification status.

Details of the methods and minimum reporting limits are presented in Attachment A. Significant consideration will be given to the amount of overall workload a Proposing Laboratory is willing and capable of taking on. Although this workload may vary some in practice, it will be used as a baseline for comparison of all proposals. The percentage of certified analysis, by sample count, the Proposing Laboratory would like to be considered for, as compared to the overall workload presented above must be specified in the proposal.

### Location

The District prefers to limit the number of samples that must be shipped for analysis. It has been the District's experience that shipping samples lowers the quality assurance of the sample due to increases in breakage, and potential exposure to contaminants. In addition, the District has found that shipping affects receiving temperatures and compromises communication between the sampler and the laboratory. Consequently, preference will be given to the Proposing Laboratory that minimizes sample shipping and most easily facilitates direct sample delivery by District personnel to the analysis location.

Although the District collects samples throughout the Salt Lake Valley with occasional samples in the Heber Valley, these criteria will be standardized by evaluating the Proposing Laboratory sample receiving location (which must be clearly specified if different from the actual analysis location) as compared to the District's administrative office location at 8215 South 1300 West, West Jordan, UT.

### Flexibility

Although the District strives to adhere to a previously determined sampling schedule which will be shared with the selected Proposing Laboratory, there are times when situations arise that require samples to be taken, delivered and/or analyzed outside of the normal laboratory operating hours. It is important to the District that the Proposing Laboratory be able to facilitate these situations since they often have critical implications to public health. In addition, there are often adjustments to the routine schedule in the number of samples or the specific

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

### Request for Proposals to Provide Laboratory Analytical Services Page 6

---

analysis needed. The District will be looking for flexibility from the Proposing Laboratory to facilitate these scheduling changes.

The District also needs flexibility in bottle inventory requests. For instance, the District often prefers to keep a significant bottle inventory at its various facilities to help facilitate routine and emergency monitoring. If the Proposing Laboratory intends to charge for this feature or is unwilling to facilitate the District's bottle inventory requests, it must be clearly specified in the proposal.

#### Backup Services

As mentioned previously, the District has its own certified environmental laboratory. The Jordan Valley Laboratory is a mid-sized laboratory that provides bacteriological, anion, wet chemistry, metals, and disinfection by-product analysis of both internal District samples as well for samples from several of the District's member agencies. Occasionally disruptions at the Jordan Valley Laboratory require the outsourcing of some samples typically analyzed in-house. The following table outlines the analyses, methods, and MRLs that the Jordan Valley Laboratory conducts inhouse and that the District is asking the Proposing Laboratory to provide backup services for.

JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
 Laboratory Analytical Services  
 Page 7

Test	Parameter	Method	MRL
Alkalinity	Alkalinity (Total as CaCO <sub>3</sub> )	SM 2320B	5 mg/L
Calcium	Calcium	SM 3500Ca-B	2 mg/L
Total Hardness	Total Hardness	SM 2340C	5 mg/L
Conductivity	Conductivity	SM 2510B	0 umohs/cm
UV-254	UV-254	*HACH 10054	0.005 cm-1
Color	Color	*SM 2120 C	0 Pt-Co units
Free Cl <sub>2</sub> Residual	Free Cl <sub>2</sub> Residual	SM 4500Cl-G	0.02 mg/L
pH	pH	EPA 150.1	4 pH units
Total Organic Carbon (TOC)	TOC	SM 5310B	0.5 mg/L
Anions	Fluoride	SM 4110B	0.1 mg/L
	Chloride	SM 4110B	1.0 mg/L
	Nitrite as Nitrogen	SM 4110B	0.1 mg/L
	Nitrate as Nitrogen	SM 4110B	0.1 mg/L
	Bromide	SM 4110B	0.1 mg/L
	Phosphate as Phosphorus	SM 4110B	0.1 mg/L
	Sulfate	SM 4110B	1.0 mg/L
Haloacetic Acids	Monochloroacetic Acid	EPA 552.2	2.0 ug/L
	Monobromoacetic Acid	EPA 552.2	1.0 ug/L
	Dichloroacetic Acid	EPA 552.2	1.0 ug/L
	Trichloroacetic Acid	EPA 552.2	1.0 ug/L
	Dibromoacetic Acid	EPA 552.2	1.0 ug/L
	Total HAAs		
Trihalomethanes	Bromoform	EPA 502.2	0.5 ug/L
	Chloroform	EPA 502.2	0.5 ug/L
	Bromodichloromethane	EPA 502.2	0.5 ug/L
	Dibromochloromethane	EPA 502.2	0.5 ug/L
	Total THMs		
Colilert Presence/Absence	Total Coliforms	SM 9223B/Colilert	
	E. coli	SM 9223B/Colilert	
Quanti-tray	Total Coliforms	SM 9223B/Colilert	1 MPN/100 mL
	E. coli	SM 9223B/Colilert	1 MPN/100 mL
Simplate	HPC	Simplate	0.2 MPN/mL

\*Not certified analysis

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

### Request for Proposals to Provide Laboratory Analytical Services Page 8

---

Backup services will be coordinated directly with the District's Laboratory Director and may include, but is not limited to,; receiving samples in Jordan Valley Laboratory bottles, accepting samples with Jordan Valley Laboratory chain-of-custodies, meeting original sample holding times, facilitating reporting to both Jordan Valley Laboratory as well as the original sample owner, and billing the District for these samples at the Agreement prices regardless of sample owners billing price.

#### Turn-Around Times

The District requires all sample holding times to be met as well as a reasonable and consistent turn-around time for analysis, reporting and invoicing. Except where the method prohibits, it is expected that results will be analyzed, quality checked, reported and invoiced within four weeks of receipt.

To better facilitate ongoing data entry and the tracking and handling of payments, the District also requests that sample reports and invoices be sent as quickly as reasonably possible, without compromising data integrity. The District also prefers invoices to be sent at the same time as the analysis reports.

In addition, the District requires the ability to request rush jobs with a shorter than the typical turn-around time. The District recognizes that these rush jobs often create a significant hardship on the Proposing Laboratory. Details of applicable rush charges must be explained in the proposal.

#### Reporting Formats

Official analysis result reports must meet all TNI requirements. However, the District is also looking for a variety of additional reporting services. The District prefers results and invoices to be sent as PDF files through an email. It also requires the ability to upload an electronic file of results. These could include, but are not limited to, Microsoft Excel files with various specifications, CSV files with various specifications, the ability to directly upload results into the State of Utah's current SDWIS database (this includes updating file format if and when the State makes any change or future request), and the ability to upload results into the State of Utah's AWQMS database.

The District would also like the ability to track the process of samples; search by date, location, or parameter; reprint reports; and download results through an



## JORDAN VALLEY WATER CONSERVANCY DISTRICT

### Request for Proposals to Provide Laboratory Analytical Services Page 9

---

internet or mobile application. Since the District transcribes or uploads outsourced data into its internal database, it is also preferential that signed reports (provided as pdf files) are consistent in format and layout to help facilitate quality assurance checks on data transcription.

#### Outsourcing

It is understood that one Proposing Laboratory may not be able to provide all the District's analytical needs. However, the District is interested in the extent that the Proposing Laboratory is willing to facilitate outsourcing any analysis that it cannot provide itself to another certified laboratory. Outsourcing may include but is not limited to: maintaining a bottle inventory for the outsourced laboratory, allowing sample drop off for the outsourced laboratory at the Proposing Laboratory, handling the shipping or delivery to the outsourced laboratory, including sample information such as results and methods in the Proposing Laboratory's system, making all outsourced data available in the report formats outline in this document (see previous section on Reporting Formats), and facilitating billing from the Proposing Laboratory according to the Agreement. The Proposing Laboratory is responsible for ensuring that the outsourced laboratory is also certified in the State of Utah for the specific analyses outsourced.

For the purposes of standardized comparison between proposals, the Proposing Laboratory should clearly indicate which samples they intend to run in their own laboratory as well as those they intend to routinely outsource as described above. The proposal should include an estimate of the number of routinely outsourced samples as a percentage of the total samples analyzed and must also identify how many of these will be shipped. The quality control process for shipping (see concerns with shipping detailed in Location section) outsourced samples should be documented in the proposal.

#### Customer Service

The District places a high value on its working relationship with its vendors. The Proposing Laboratory will be evaluated on the friendliness of its staff, organization, facility condition, technical support, troubleshooting abilities and overall interaction with customers. The Proposing Laboratory should provide references, with contact information, in the proposal that the District may use to help evaluate this criterion.

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
Laboratory Analytical Services  
Page 10

---

### LIMS

A laboratory information management system (LIMS) is one indication of a progressive laboratory. It is unlikely that a laboratory will be able to provide the previously described services without a technologically current LIMS. Therefore, the District considers the use of a functioning LIMS as an indicator of the overall efficiency and sustainability of a laboratory. Items related to the LIMS that will be considered by the District and should be demonstrated in the proposal are: utilization, integration, software support, regular and continuous upgrades, customization ability, and features of the Proposing Laboratory's LIMS.

### Pricing

The District is a public organization and its operating budget represents public funds. It is therefore necessary to make sure that it does not overpay for services. However, it is also vitally important to public health that water quality data be accurate and timely.

The Proposing Laboratory must include an itemized fee schedule **submitted as a separate Microsoft Excel spreadsheet** with the proposal. All Proposing Laboratories should contact Alisha Kimmerle at [Alishak@JVWCD.org](mailto:Alishak@JVWCD.org) or 801-446-2000 requesting an electronic copy of the Detailed Parameter Specifications List included as Attachment A to this document. This electronic spreadsheet must be used in submitting itemized fees. The specific fees for each parameter or test group must be entered into this spreadsheet and emailed back to the address above by the proposal deadline. The District will include the fee schedule to the selected Proposing Laboratory in the Agreement to be effective for the duration of the annual Agreement. Upon completion of the original annual Agreement period, and at the District's discretion, the selected Proposing Laboratory may be allowed to submit a revised fee schedule and amend the original Agreement annually up to four (4) times after award of the original contract. The District reserves the right to not extend or amend an existing Agreement for any reason.

### Estimated Schedule

Request for Proposal Available: **Wednesday July 17, 2024**

Proposals Due: **Wednesday July 31, 2024**

Award of Analytical Services Agreement: Wednesday, Aug 14, 2024

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
Laboratory Analytical Services  
Page 11

---

### Proposal and Evaluation

**Proposals shall not exceed ten (10) pages in length, not including the fee schedule, certification documentation, and proposed Agreement contract. Proposing Laboratories must submit five (5) hard copies of their proposal. Hard copy proposals must be received in a sealed envelope at 15305 South 3200 W, Herriman, UT 84065 no later than 3:00 p.m. on Wednesday July 31, 2024, to be considered. The envelope must be clearly addressed to, Jon Hilbert, Water Quality Division Manager and reference the project name “Proposal to Provide Laboratory Analytical Services for Jordan Valley Water Conservancy District”. The associated proposed fee schedule must be sent separately in the provided Excel spreadsheet (see Pricing section on page 10) via email to [Alishak@jvwcd.org](mailto:Alishak@jvwcd.org) by the same 3:00 p.m., Wednesday July 31, 2024, deadline.**

**Below is a summary of items that must be included in the proposal. However, this list should not be considered exhaustive, nor does it supersede the other portions of this document:**

- **Certification:** The proposal must include evidence that all the parameters that the Proposing Laboratory is offering for consideration are currently certified by the State of Utah for analysis. The parameters must be clearly listed with the analysis methods and MRLs in the proposal. Certification documents can be included as an attachment to the proposal and do not count towards the ten (10) page proposal limit.
- **Workload Evaluation:** Evidence that the workload for the applicable parameters has been considered by the Proposing Laboratory and that they have sufficient personnel, equipment, facility and consumable resources to handle the stated load.
- **Criteria Details:** It should not be assumed that the District has personal knowledge regarding any of the previously discussed selection criteria. If there is insufficient information in the proposal to identify a ranking for one or more of the criteria, the District may simply rank the proposal a zero on that item. Therefore, clear information on each item is highly recommended.
- **Additional Information:** Proposing Laboratory is welcome to include any additional information in the proposal that it feels might be helpful to the District’s selection process. Client references should include the nature of

## JORDAN VALLEY WATER CONSERVANCY DISTRICT

### Request for Proposals to Provide Laboratory Analytical Services Page 12

---

the relationship with the Proposing Laboratory and the client reference contact information.

- **Fee Schedule:** The Proposing Laboratory must prepare an itemized fee schedule as a separate column in the Microsoft Excel file that can be obtained from Alisha Kimmerle at [Alishak@JVWCD.org](mailto:Alishak@JVWCD.org). This fee schedule must be emailed back to Alisha Kimmerle by the proposal deadline and will be evaluated as follows. The fee schedules of all proposals will be opened and ranked lowest to highest for each test group; for instance, the lowest price will receive 10 points the second lowest will be prorated with lowest proposed costs in relation to the lowest cost and so forth. For example, a score of 10 for lowest, if second lowest is 15% higher, they get a 15% lower cost score (8.5), and third is 30% higher, they get a 30% lower cost score (7), etc. Then the ranking for all test groups, that the Proposing Laboratory proposed on, will be averaged together for their overall pricing points. Test groups not proposed on will neither help nor hurt the Proposing Laboratory's pricing score.

Applicable rush charges should be explained in the proposal as well as any other applicable fees such as bottle handling or outsourcing charges. These additional fees may be applied to the final pricing score as either a plus or minus of up to 2 points.

- A copy of the Proposing Laboratory's draft Agreement shall be submitted for the District's review and approval. This Agreement may be negotiated, and final selection is contingent upon approval by both the District and the selected Proposing Laboratory.

### Selection Method and Criteria

Selection of a laboratory will be done in accordance with the State of Utah's Procurement Code (UCA 63G-6a) located at [https://le.utah.gov/xcode/Title63G/Chapter6A/63G-6a.html?v=C63G-6a\\_1800010118000101](https://le.utah.gov/xcode/Title63G/Chapter6A/63G-6a.html?v=C63G-6a_1800010118000101) and the District's Professional Services Procurement Policy. The Policy is defined in Appendix 3 of the District's Administrative Policy and Procedures Manual which can be viewed on the District's web page [www.jvwcd.org](http://www.jvwcd.org) (click on the gray "About Us" button 2/3rds down the page ; click on "Legal Resources" on the right hand side, click on "Appendix 3 Purchasing Policy" on the left hand side)

JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
Laboratory Analytical Services  
Page 13

---

Any proposals not demonstrating the minimum criteria may be deemed non-responsive and removed from further consideration. Their respective fee proposals will not be opened.

The proposal shall be evaluated based on the following table.

JORDAN VALLEY WATER CONSERVANCY DISTRICT

Request for Proposals to Provide  
Laboratory Analytical Services  
Page 14

---

Criterion	Allotted Points (up to 5 each, 10 for Pricing)	Priority Multiplier
Percentage of total estimated sample load that the Laboratory will provide certified analysis. (Do not exclude outsourcing of samples due to equipment failure or process disruption in this percentage.)	Percentage x 5	5
Percentage of sample load not analyzed by the Laboratory that the Laboratory is willing to outsource on Jordan Valley Water's behalf.	Percentage x 5	3
Proximity of sample drop off point to the Jordan Valley facilities at 8515 South 1300 West, West Jordan, UT.	5 for 0-10 miles 3 for 10-20 miles 2 for 20-40 miles 1 for more than 40 miles 0 for out of state	5
Results reported via standardized official report, a searchable web interface, and through custom requests for electronic data transfers	1 for each (up to 3) 1 for ease of access 1 for quality	4
Flexible sample scheduling. Ability to receive after-hour and weekend sample deliveries. Flexible bottle inventory options.	0-4 for criterion components 1 for ease of coordination	4
Timely results turn-around and invoicing. Ability to facilitate rush requests	0-4 for criterion components 1 for ease of coordination	3
Utilization of a functional and technologically current LIMS	5 for updated LIMS 3 for static LIMS 0 for lack of LIMS	3
Ability to serve as backup for Jordan Valley Laboratory samples as specified in request for proposal.	5 for full backup 1-3 for partial backup 0 for analysis with no backup	4
Customer Service as specified in request for proposal.	0-5 based on experience or reference checks	2
Pricing must be itemized according to the Detailed Parameter Specification spreadsheet. The itemized proposed prices will be multiplied by the anticipated sample load for each parameter outlined in the RFP and the subtotals summed for a total overall cost. The lowest price will receive 10 points, the second lowest will be prorated with lowest proposed costs in relation to the lowest cost and so forth. For example, a score of 10 for lowest cost, if second lowest is 15% higher, they get a 15% lower cost score (8.5), and third is 30% higher, they get a 30% lower cost score (7), etc.	10 for Lowest Pro-rated for 2 <sup>nd</sup> Lowest Pro-rated for 3 <sup>rd</sup> Lowest, and so forth	1

The points for the first nine (9) criteria will be multiplied by the appropriate priority multiplier (1, 2, 3, 4 or 5) to determine the total score, up to 150 points. Discussion may be conducted between members of the selection committee to clarify intent of the request for proposal and information in the proposals. Each member of the selection committee's rankings will be considered.

**The fee proposal shall be submitted directly to Alisha Kimmerle via email at [Alishak@JWCD.org](mailto:Alishak@JWCD.org)** by the proposal deadline. As part of the Request for Proposals process, the District's Selection Committee will consider only the qualifications and proposal information of the laboratories prior to opening the fee schedules. The fee proposal rankings will be evaluated separately by Cost Evaluator not on the selection committee. The proposal score and fee score will then be combined to determine the highest-ranking overall proposal.

Discussions may be conducted with proposers who submit proposals determined to be reasonably susceptible of being selected for award, followed by an opportunity to make best and final offers, but proposals may be accepted without discussions.

**Proposals shall have a level of effort appropriately matching the requirements. Proposals falling short of an appropriate overall effort may be considered non-responsive.** The District reserves the right to reject all proposals. The District has anticipated an analytical workload need and has budgeted accordingly. Selection is contingent upon approval of the Agreement contract by both parties.

#### Questions and Suggestions

Questions regarding this Request for Proposal should be submitted to the District's Water Quality Division Manager, Jon Hilbert, at (801) 446-2053 or [jonh@jwcd.org](mailto:jonh@jwcd.org).

ATTACHMENT A

DETAILED PARAMETER SPECIFICATIONS LIST