

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: Multi-Year Contract for Environmental Laboratory Services RFP No. 21-01

SUBMITTED BY: Troy Stephens, Public Utilities Director

DATE: October 28, 2020

MEETING DATE: November 9, 2020

BACKGROUND: This contract is to provide laboratory testing for drinking water, wastewater and stormwater as required by regulatory agencies and permits. (Water and wastewater process control testing and compliance testing that do not require Department of Health laboratory certification are conducted on-site by City staff.)

A request for proposals (RFP) was advertised and two proposals were received prior to the October 22, 2020 4:30 p.m. deadline, from Advanced Environmental Laboratories, Inc. and Pace Analytical Services. Staff reviewed the proposals and ranked the laboratories based on the following criteria:

- Past Record of Professional Services
- Firm's Professional Qualifications and Staffing
- Range of Services
- Staff Availability and Capability to Meet Deadlines
- Reporting
- Financial Responsibility and Insurance
- Proximity
- Cost

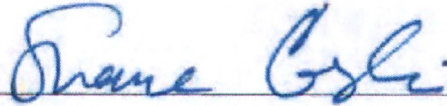
Both laboratories have excellent past records and qualifications, along with local full service capability. As noted on the RFP, up to three simultaneous multi-year contracts may be awarded for laboratory analyses for water, wastewater and stormwater testing.

BUDGET: Laboratory services are scheduled on an as-needed basis. Funds totaling \$65,000 are budgeted in FY2021 for laboratory services in the water production account 400-5502-533-3400 and the sewer treatment account 410-5508-535-3400.

RECOMMENDATION: Award two multi-year contracts for Environmental Laboratory Services to both Advanced Environmental Laboratories, Inc. and Pace Analytical Services. The term of each contract shall be in effect for a period of five (5) calendar years, and, as noted in the RFP, this contract's expiration date will be extended to expire January 31, 2026.

ATTACHMENTS: Resolution No. 20-54
Ranking sheet for RFP No. 21-01

REVIEWED BY CITY MANAGER: _____



RESOLUTION NO. 20-54

**A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA AWARDED RFP NO. 21-01
MULTI-YEAR CONTRACT FOR ENVIRONMENTAL LABORATORY SERVICES.**

WHEREAS, the City advertised RFP No. 21-01 Multi-Year Contract for Environmental Laboratory Services, and received two proposals prior to the October 22, 2020 4:30 p.m. deadline; and

WHEREAS, this contract is to provide laboratory testing for drinking water, wastewater and stormwater as required by regulatory agencies and permits; and

WHEREAS, staff evaluated the proposals and both have excellent past records and qualifications, along with local full service capability; and

WHEREAS, as noted in the RFP, up to three simultaneous multi-year contracts may be awarded for laboratory analysis for water wastewater and stormwater testing; and

WHEREAS, staff recommends awarding contracts to both Advanced Environmental Laboratories, Inc. and Pace Analytical Services; and

WHEREAS, funds totaling \$65,000 are budgeted in Fiscal Year 2021 for laboratory services in the water production account 400-5502-533-3400 and the sewer treatment account 410-5508-535-3400.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach, Florida, as follows:

SECTION 1. The City Commission hereby authorizes awarding RFP 21-01 to the following companies: Advanced Environmental Laboratories and Pace Analytical Services.

SECTION 2. The term of each contract shall be in effect for a period of five (5) calendar years. As noted in the RFP, each contract's expiration date will be extended to expire January 31, 2026.

SECTION 3. Notwithstanding the provisions contained in Sections 1 and 2 above, the City's obligations under the contract shall be subject to annual appropriations as may be approved as part of the City's annual budgets in fiscal years 2022, 2023, 2024 and 2025.

SECTION 4. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 9th day of November, 2020.

Ellen Glasser, Mayor

Attest:

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Brenna M. Durden, City Attorney

**EVALUATION OF PROPOSALS FOR MULTI-YEAR CONTRACT FOR ENVIRONMENTAL
LABORATORY SERVICES
RFP 21-01**

*RFP's reviewed and evaluated by **Steve Swann** and **Troy Stephens** on October 27, 2020*

Firm	Past Record of Professional Services	Firm's Professional Qualifications and Staffing	Range of Services	Staff Availability and Capability to Meet Deadlines	Reporting	Financial Responsibility and Insurance	Proximity	Cost	Total Score	Rank
<i>Scaled Value</i>	[4]	[5]	[3]	[4]	[4]	[2]	[5]	[2]		
Advanced Environmental Laboratories, Inc.	(5.0) (5.0) 20.00	(5.0) (5.0) 25.00	(5.0) (4.0) 13.50	(5.0) (5.0) 20.00	(4.5) (5.0) 19.00	(4.5) (4.0) 8.50	(5.0) (5.0) 25.00	(4.5) (5.0) 9.50	140.50	1st
Pace Analytical Services	(5.0) (5.0) 20.00	(3.5) (5.0) 21.25	(5.0) (5.0) 15.00	(4.0) (4.0) 16.00	(4.5) (4.0) 17.00	(4.5) (5.0) 9.50	(4.5) (4.0) 21.25	(4.0) (4.2) 8.20	128.20	2nd