

STAFF REPORT REGULAR MEETING

AGENDA DATE: December 17, 2024

DEPARTMENT: Water Utilities

TITLE:

Agreement with Advanced Environmental Laboratories, Inc. for Laboratory Testing Services for the Water and Electric Utilities Departments on as needed basis

SUMMARY:

This agreement authorizes Advanced Environmental Laboratories, Inc. for Laboratory Testing Services for the Water and Electric Utilities Departments on an as needed basis at a cost Not-to-Exceed \$45,000 for FY25, FY26, and FY27.

BACKGROUND AND JUSTIFICATION:

The intent of this contract is to establish an annual, open-ended contract for laboratory testing services for the Utility Departments, as and when needed. All tests must be performed by a laboratory that is NELAP (National Environmental Laboratory Accreditation Program) certified through the Florida Department of Health Environmental Laboratory Services Program.

The City issued an Invitation for Bids (IFB #24-117) seeking bids from qualified vendors for Laboratory Testing Services needed for the Water Treatment Plant and Electric Utility. This agreement will be issued for the initial term of three (3) years with an option for two (2) additional one (1) year renewals. Two bids were received from qualified vendors. Advanced Environmental Laboratories, Inc., was found to be responsive and responsible and was ultimately recommended for the award. Based on the results of the review of the bids submitted in response to IFB #24-117, Advanced Environmental Laboratories, Inc., is recommended to provide Laboratory Testing Services at a cost not to exceed \$45,000.00 annually and is in the best interest of the City.

MOTION:

Move to approve/disapprove the agreement for Laboratory Testing Services with Advanced Environmental Laboratories, Inc. for an amount not to exceed \$45,000.00 for FY25, FY26, and FY27

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement
Bid Tab

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

| Fiscal Years | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|-------------|-------------|-------------|-------------|-------------|
| Inflows/Revenues | | | | | |
| Appropriated (Budgeted) | 0 | 0 | 0 | 0 | 0 |
| Program Income | 0 | 0 | 0 | 0 | 0 |
| Grants | 0 | 0 | 0 | 0 | 0 |
| In Kind | 0 | 0 | 0 | 0 | 0 |
| Outflows/Expenditures | | | | | |
| Appropriated (Budgeted) | \$45,000 | 0 | 0 | 0 | 0 |
| Operating | 0 | \$45,000 | \$45,000 | 0 | 0 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Net Fiscal Impact <i>(If not budgeted)</i> | 0 | 0 | 0 | 0 | 0 |
| No. of Addn'l Full-Time Employee Positions | 0 | 0 | 0 | 0 | 0 |

| Contract Award - Existing Appropriation (Budgeted) | |
|--|---|
| | Expenditure |
| Department | Water Utility |
| Division | Water Treatment |
| GL Description | Prof Services Other / Prof Services Other |
| GL Account Number | 402-7022-533-31-90 |
| Project Number | N/A |
| Requested Funds | \$40,000.00 |
| Remaining Balance | \$275,424.00 |
| Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.) | Current Revenue |

| Contract Award - Existing Appropriation (Budgeted) | |
|--|--|
| | Expenditure |
| Department | Electric Utility |
| Division | Steam Power Generation |
| GL Description | Professional Services / Environmental Compliance |
| GL Account Number | 401-6031-531-31-70 |
| Project Number | N/A |
| Requested Funds | \$5,000.00 |
| Remaining Balance | \$32,739.00 |
| Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.) | Current Revenue |