



Item Number: 17

**City Council / Board of Directors**

**Written Communications**

**Meeting of: August 16, 2022**

**Submitted By:**

Doug Mathews, Director of Public Works and Water

**Subject:**

Award two (2) General Services Provider Agreements for Laboratory Testing Services.

**Recommendation:**

That the Honorable Victorville Water District Board of Directors award the General Services Provider Agreements for Laboratory Testing Services, Project #CC23-003, in an amount not to exceed \$150,000 to Clinical Laboratory of San Bernardino and to Eurofins Eaton Analytical, LLC.

**Fiscal Impact:**

The District traditionally awards two contracts for laboratory testing. Contracting with two laboratories provides the District with flexibility and ensures timely testing is completed. It is the District's intent to use both vendors on an as needed basis (no minimum order amount is guaranteed). While both agreements will have a not to exceed amount of \$150,000, the District will not exceed \$150,000 for the duration of fiscal year 2023.

These contracts propose expending \$150,000 of budgeted funds in the current fiscal year. The funds were budgeted under the Victorville Water District budget in the following account codes:

- 4100515 – 52300 – \$110,000
  - 4100515 – Water Fund, Quality Services
  - 52300 – Contract Services
- 4100510 – 52300 – \$40,000
  - 4100510 – Water Fund, High Desert Power Plant
  - 52300 – Contract Services

**Background:**

The Victorville Water District (District), as with all water purveyors, is required by the State of California Department of Public Health to perform water quality sampling weekly, monthly, quarterly, bi-annually, and yearly depending on the facility and/or type of sampling required.

Samples are collected by District staff and taken to the laboratory for testing. If a laboratory is farther than 30 miles, a courier service is provided by the laboratory to ensure that the sample can be collected and escorted to the facility for testing in a timely manner. If a sample is not tested in a timely fashion, the sample can become unreliable (or out of specification) and result in a negative consequence for the District for failing to meet their established testing criteria. This must be disclosed in the District's yearly Consumer Confidence Report, and can also lead to an enforcement action by the State Water Resources Control Board (SWRCB) for failing to meet approved testing protocols identified in the District's water supply permit issued by the SWRCB.

Awarding both contracts the full budgeted amount allows staff to have flexibility when scheduling samples to be tested. If the primary laboratory is unable to test a sample during the required time frame, or should an unexpected event occur that requires immediate testing, the second laboratory would then be contacted to perform the service. Staff is also cognizant that the number of certified testers can suddenly diminish at any lab due to factors such as the recent Coronavirus pandemic; thus, forcing the lab to reject the District's request for testing. Awarding both contractors the full amount can help ensure that the District does not fall out of compliance and completes all required testing.

#### **Discussion:**

District and Purchasing staff conducted a competitive proposal solicitation using formal bidding procedures in accordance with Victorville Municipal Code §2.28.280. On May 18, 2022, the Notice of Inviting Proposals was emailed to potential bidders, and posted on the City's website and on ebidboard. Four (4) proposals were received from Babcock Laboratories (Babcock), BSK Associates (BSK), Clinical Lab of San Bernardino (Clinical), and Eurofins Eaton Analytical, LLC (Eurofins).

Each proposal submission was reviewed by a selection committee consisting of three (3) representatives from the Victorville Water District. The following provides a summary of the rankings based on the individual scoring by committee members utilizing the selection criteria and point system outlined in the RFP.

<b>Laboratory</b>	<b>Committee Member</b>			<b>Average Score</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<i>Clinical Laboratory</i>	99	99	99	99.0
<i>Eurofins Eaton Analytical</i>	95	97	98	96.7
<i>Babcock Laboratories</i>	91	95	97	94.3
<i>BSK Associates</i>	90	90	94	91.3

Based on the scoring selection criteria, Clinical Laboratory and Eurofins Eaton Analytical were determined to be the best qualified laboratories to provide necessary services to the District.

A laboratory site visit was conducted for Clinical Laboratory on June 21, 2022, and Eurofins Eaton Analytical on June 30, 2022. During the site visits, the committee members were shown the laboratory equipment and the process in which a sample is tested. Staff was extremely impressed with both sites along with their answers to the questionnaire that was part of the criteria used to evaluate the proposals.

As specified in Victorville Municipal Code §2.28.280(d), the recommended contract awards presented herein have been evaluated in accordance with the City of Victorville Municipal Code §2.28.040 to determine the “best value bidder” for the project.

For these reasons, staff is recommending that the Victorville Water District Board of Directors award two (2) General Services Provider Agreements for Laboratory Testing Services, Project #CC23-003 in an amount not to exceed \$150,000 to Clinical Laboratories of San Bernardino and to Eurofins Eaton Analytical, LLC.

Staff remains available for any questions or comments the Board may have.

**Attachments:**

- A. General Services Provider Agreement for Clinical Laboratory
- B. General Services Provider Agreement for Eurofins
- C. Proposals Received
- D. Municipal Code Section 2.28.280
- E. Municipal Code Section 2.28.040