

# Mayor and Council Communication

**DATE:** 08/09/22

**M&C FILE NUMBER:** M&C 22-0553

**LOG NAME:** 13P ITB 22-0126 LABORATORY ANALYTICAL SERVICES MC WATER

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Purchase Agreements with A&B Environmental Services Inc. dba A&B Labs, Ana-Lab Corporation and Eurofins Environment Testing South Central LLC, for Laboratory Analytical Services for the Water Department in a Combined Annual Amount Up to \$193,000.00 and Authorize Five Renewal Options for the Same Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of non-exclusive purchase agreements with A&B Environmental Services Inc. dba A&B Labs, Ana-Lab Corporation and Eurofins Environment Testing South Central LLC, for laboratory analytical services in a combined annual amount up to \$193,000.00 and authorize five renewal options for the same amount.

**DISCUSSION:**

The Water Department approached the Purchasing Division to procure laboratory analytical services agreements with qualified laboratories to test water, wastewater and solid waste samples to ensure compliance with federal and state regulatory programs.

In order to procure these services, staff issued an Invitation to Bid (ITB). ITB No. 22-0126 consisted of water's laboratory testing specifications and required that all environmental testing laboratories to be accredited by the National Environmental Laboratory Accreditation Program (NELAP).

The ITB was advertised in the *Fort Worth Star-Telegram* on May 4, 2022, May 11, 2022, May 18, 2022 and May 25, 2022. The City received three (3) responses.

An evaluation panel, comprised of representatives of the Water and Police departments reviewed and scored the submittals using the Best Value criteria which included the following: (a) Bidder's ability to meet the Turn Around Time (TAT) required by the City of Fort Worth to complete the scope of work; (b) Bidder's qualifications, certifications/licenses and references related to the scope of work; (c) Bidder's ability to meet the City needs; and (d) cost of service. The individual scores were averaged for each of the criteria and the final scores are listed in the following table:

Bidders	Evaluation Criteria					
	a	b	c	d	Total Score	Rank
A&B Environmental Services Inc. dba A&B Labs	18.33	22.00	6.00	35.00	81.33	1
Eurofins Environment Testing South Central LLC	18.33	22.00	6.33	31.41	78.08	2
Ana-Lab Corporation	19.17	22.00	6.67	0.00	47.83	3

After evaluation, the panel concluded that A&B Environmental Services Inc. dba A&B Labs, Ana-Lab Corporation and Eurofins Environment Testing South Central LLC, presented the best value to the City. Therefore, the panel recommends that Council authorize laboratory analytical services agreements with A&B Environmental Services Inc. dba A&B Labs, Ana-Lab Corporation and Eurofins Environment Testing South Central LLC.

It is recommended that multiple agreements be awarded to the listed vendors to ensure services are available without delay. Under these non-exclusive agreements, departments will order services according to lowest cost and availability.

No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors bids meet specifications.

**FUNDING:** The maximum amount allowed under this agreement citywide will be \$193,000.00, however the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Water	\$193,000.00	5330102 CONTRACT-LAB ANALYSIS

Funding is budgeted in the Water and Wastewater Department's rollup within the Water & Sewer Fund.

**DVIN-BE:** The initial estimated bid amount for this procurement was less than \$100,000.00, therefore a Business Equity goal was not applicable.

**ADMINISTRATIVE CHANGE ORDER:** An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

**AGREEMENT TERMS:** Upon City Council approval, this agreement shall begin upon execution and expire on September 30, 2022.

RENEWAL OPTIONS - The City shall have five options to renew the Agreement; four (4) one-year renewal periods (October 1st to September 30th) and the fifth renewal period which shall run from October 1st to the anniversary of the date of execution. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water and Sewer Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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