

CUYAHOGA COUNTY  
BOARD OF HEALTH  
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**RFP # 2023-08**  
**Water Quality Laboratory Analytical Services**  
**Pre-Bid Proposal Conference**  
**Notes & Questions and Answers**  
**December 27,2023 @ 10:30 A.M.**

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at [www.ccbh.net](http://www.ccbh.net) by clicking on the “Business” tab on the home page.

**Presentation**

Wedad Alhamwi presented and reviewed the power point presentation for administrative requirements.

Nate McConoughey provided the program overview.

The presentation can be found on the Board of Health website at [www.ccbh.net](http://www.ccbh.net) under the “Business” tab

**Questions & Answers:**

**Q1.** Does CCBH ever request sampling services?

**A1.** No. CCBH collects all its own samples.

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**Q2.** Does a laboratory need to be a state of Ohio certified laboratory for Drinking water?

**A2.** Yes. The laboratory analyzing drinking water samples needs be certified by the Ohio EPA.

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**Q3.** Can samples that the vendor cannot do be sub-contracted?

**A3.** Yes, if certified.

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**Q4.** What is the total annual revenue spent for the laboratory work included in this RFP?

**A4.** Approximately \$110,000 annually.

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**Q5.** Are there estimated sample quantities available for the parameters listed in the Beaches, Household Sewage, Solid Waste, Drinking Water, Stormwater, and Miscellaneous sections?

**A5.**

Annual Estimates	
Beaches	312
HAB	10
Drinking/Private Water	30
NPDES (HSTS)	1500
HSTS (Point of Sale, Nuisances, etc.)	250
Solid Waste	as needed
Stormwater	355

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**Q6.** Who is the current incumbent for your lab services contract?

**A6.** Northeast Ohio Regional Sewer District

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**Q7.** Can we get pricing from the past contract?

**A7.** Yes, but the request needs to be submitted in writing to [bidquestions@ccbh.net](mailto:bidquestions@ccbh.net).

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**Q8.** What is the timing on bottle and supply replenishment? Will CCBH contact the vendor when supplies are low.

**A8.** Yes, CCBH will contact the vendor when supplies are needed.

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**Q9.** Is there a specific format that results are submitted in (excel/pdf)?

**A9.** CCBH does not require a specific format, but each NPDES and HSTS result must be reported on separate pages.

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**Q10.** Will CCBH contact the vendor when sample analysis is needed on weekends or holidays.

**A10.** Yes. The week prior to Memorial day through Labor Day weekend and holiday sampling would be needed. Any weekends outside of that time frame would be special requests worked out between CCBH and the lab.

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**Q11.** The RFP mentions the need for a 24-hour turnaround time. Is this required for all samples? What about tests that take longer such as BOD which has a 5-day turnaround.

**A11.** CCBH will not ask for a 24 hour turn around for those samples that take longer than 24 hours to process. A 24 hour turn around will usually be requested during the beach sampling season.

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**Q12.** Do you require courier service? If so, how often is courier service needed?

**A12.** A courier service would be needed for any labs outside of the county. The courier service would need to ensure that all holding times would be met. The service would be needed anytime a sample is collected and the lab needing the courier be used.

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