

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130
216-201-2000 www.ccbh.net

RFP #2023-08 Pre-Proposal Conference
Water Quality Lab Services
December 27, 2023 @ 10:30 am

Presenters: Judy Wirsching, CFO, Nate McConoughey, REHS

Overview

- Important Dates
- Proposal Requirements
- Project Purpose
- Cost Proposal
- Questions & Answers

Important Dates

- All questions submitted and asked during the pre-proposal conference will be posted on the Board of Health website by C.O.B. Friday, January 05, 2024.
- No Questions will be accepted after the pre-proposal conference.
- Addenda will be posted on the CCBH website by C.O.B. Friday, January 05, 2024.
- Sealed proposals, in its entirety, must be submitted by Tuesday, January 16, 2024 at 10:30 am

Proposal Requirements

Proposal Submission

- Proposals should be mailed or hand-delivered
- Submit one original and three copies
- Any proposal received after the time and date specified will be disqualified and returned unopened

Proposal Requirements Cont'd.

Proposal Submission

- The official closing time will be determined by the time clock located in the CCBH Administrative Office – mail area
- Vendors assume the risk of the method of dispatch chosen
- CCBH assumes no responsibility for delays caused by any delivery service
- Postmarking by the due date will not substitute for actual proposal receipt
- Proposals may NOT be delivered by facsimile transmission, email or other telecommunication or electronic means.

Proposal Requirements

Cont'd.

- Pricing document(s) – Respondent generated
It must be signed by an individual authorized to enter into contractual obligations for the company.
- Bid Guaranty – Not Required
- Respondent's Reference Sheet (Refer to Appendix 1-1)
- Non-Collusion Affidavit with signature and **must** be notarized (Refer to Appendix 1-2)

Purpose

CCBH collects water quality samples in a variety of programs

- Beaches
- Household Sewage
- Drinking Water
- Stormwater
- Solid waste
- Other/miscellaneous



Purpose

- Programs require analysis of multiple parameters in surface water, ground water, and drinking water.
 - List of parameters can be found in Appendix 1-3
- CCBH personnel collect all samples
- Lab services to be provided 4/1/24 – 3/31/26

Purpose

- All materials must be provided (sample bottles, labels, chain of custody forms, etc.)
- Some weekend/holiday sampling will occur during the summer months (beach recreation season)
 - Lab analysis required on weekends, Memorial Day, Juneteenth, 4th of July, and Labor Day

Cost Proposal

The aggregate cost shall consist of the following elements:

- a. Total cost of all samples listed, including cost of weekend and holiday water quality samples.
- b. Cost of the sample collection containers/vessels.
- c. Cost of chain custody forms.
- d. Cost of shipping/handling, if necessary.
- e. Cost of sample delivery, if necessary.
- f. Pricing should include costs for the full three-year service period.

Specifications of project are outlined in Appendix 1-3

Questions?



CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130
216-201-2000 www.ccbh.net

