

Public Utility District No. 1 of Skagit County

Request for Quotation for Lab Services

Public Utility District No. 1 of Skagit County (District) is requesting quotes from qualified analytical laboratories to provide analyses of surface and drinking water samples for general, organic and inorganic chemistry.

Scope of Services

The Contractor shall provide the District with analytical services for a period of one calendar year (January 1 – December 31, 2022).

One Contractor will be selected based on lowest total price and willingness to enter into an agreement with the District.

The Contractor shall designate on the Bid Proposal Form a location within Skagit County that will be used as the drop off and pick up location for samples.

The Contractor will conduct analyses, in accordance with approved procedures from Washington State Department of Ecology (DOE) and the Environmental Protection Agency (EPA), on samples collected by District personnel from a variety of sources.

Certification

The Contractor must maintain DOE certification for all tested parameters. If any subcontracted laboratories are to be used, a copy of their certification must be provided upon request. The Contractor must specifically identify all analyses that will be performed by the subcontracted laboratory.

Sample Containers

The Contractor will provide the District with sufficient sample containers to collect the required samples. The Contractor will be responsible to prepare the containers in accordance with EPA protocols; preservatives shall be provided with the sample containers, which will be appropriately labeled by the Contractor.

The cost of providing and preparing sample containers shall be included in the unit price per test.

The cost of shipping sample containers and/or samples to subcontracted labs will be the responsibility of the Contractor. This cost is to be included in the unit price per test.

Sample Collection

District personnel will collect and transport the samples to the designated drop off/ pick up locations within Skagit County and will be responsible for ensuring that the samples are collected in appropriate, labeled containers, properly preserved, and that samples are accompanied by completed Chain of Custody. The Contractor shall provide the District with sample labels and Chain of Custody forms, costs of which will be included in the unit price per test.

Sample Receipt

The Contractor shall receive samples from District personnel at the designated pick up/ drop-off location within Skagit County during regular business hours. Receipt of samples outside regular business hours shall be scheduled with the Contractor prior to 2:00 PM on the anticipated delivery date.

Test parameters

The requested tests are listed below and their frequency is based on State regulations for the eight water systems that the District operates. Sample schedules can be provided in the beginning of the year for each system as they vary from year to year.

Delivery of Results

One report will be provided with each Chain of Custody submitted. A cover page is to include at a minimum the following information.

- Sample ID provided by the District;
- Sample Collection Date and Time;
- Names or initials of the sampling personnel;
- Date the test was run and extracted;
- Name or initial of analyst performing the test;
- Results in mg/L (inorganics) and ug/L (organics);
- Detection limit;
- QA/QC data: spikes, duplicate precision, blanks, quality control sample recoveries in percent and etc.;
- Copy of the Chain of Custody.

Notification of MCL Violation

The District must be notified (by phone, fax or e-mail) of any sample results exceeding Drinking Water Maximum Contaminant Levels (MCL) within 24 hours.

Submittal

Quotes must be submitted in a sealed envelope labeled "Lab Services" and delivered no later than **5:00 PM, Friday, October 22, 2021**. Late submittals will not be accepted. Send quotes to:

**Attn: Catherine Price
Project: Lab Services
Skagit PUD # 1
1415 Freeway Drive
Mount Vernon, WA 98273**

For project questions:

Emilia Blake – (360) 848-2135