

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Laboratory Analytical Services**

Contract Period: July 1, 2022 through June 30, 2023 w/ 4 1-year options  
**Extended through June 30, 2024, w/ (3) 1-year options**

Original Date of Issue: June 22, 2022

Date of Revision: May 31, 2023

**BID No:** **RFP-RC-2022-012**

**Catalog:** **Health and Hospitals**

Authorized Users: County Agencies

Address Inquiries To:

Name: Michele Phillips  
Title: Purchaser I  
Phone: 845-364-2984  
Fax: 845-364-3809  
E-mail: [phillipm@co.rockland.ny.us](mailto:phillipm@co.rockland.ny.us)

**Description**

This contract is for Laboratory Analytical Services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 22-012	0000025280	York Analytical Laboratories, Inc. 120 Research Drive Stratford, CT 06615 Contact: Lou Russo <a href="mailto:lrusso@yorklab.com">lrusso@yorklab.com</a>	203-325-1371

COUNTY OF ROCKLAND  
 DGS – PURCHASING DEPARTMENT  
 BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD  
 POMONA, NY 10970  
 TELEPHONE NO.: 845-364-3820  
 FAX NO.: 845-364-3809

VENDOR: **York Analytical  
 Services, Inc.**

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
<b>Potable Water- Microbial</b>							
1	Total Coliform, E.- Coli (P/A)-Analysis to determine presence or absence of Coliform Bacteria and E. Coli Bacteria	9614800057	1000	Each	\$ 30.00	SM9223B	10
2	Total Coliform, E.Coli (P/A) Heterotrophic Plate Count- Analysis to determine the Growth Rate of Nonspecific Bacteria (Heterotrophic Plate Count) and the presence or absence of Coliforms Bacteria and E. Coli Bacteria	9614800058	15	Each	\$ 50.00	SM9223B/SM 9215B	10
3	Heterotrophic Plate Count-Analysis of Heterotrophic Plate Count	9614800059	1	Each	\$ 30.00	SM9215B	10
<b>Potable Water- Inorganic</b>							
4	NYSDOH Part 5, Subpart 5-1, Table 8A - Asbestos- Quantitate Fibers/Liter	9614800060	1	Each	\$ 140.00	TEM - EPA100.2	10
5	NYSDOH Part 5, Subpart 5-1, Table 8B - All EXCEPT Bromate and Chlorite- Analysis of All Table 8B Inorganics except Bromate and Chlorite	9614800061	15	Each	\$ 180.00	200.7/200.8/24 5.1/335/4	10
6	NYSDOH Part 5, Subpart 5-1, Table 8B- All- Analysis of All Table 8B Inorganics	9614800062	1	Each	\$ 500.00	200.7/200.8/24 5.1/335.4	10
7	NYSDOH Part 5, Subpart 5-1, Table 8C - All by Method EPA-300 - Analysis of Nitrate and Nitrite	9614800063	100	Each	\$ 30.00	300	10
8	Part 5, Subpart 5-1, Table 8D - All EXCEPT Odor- Analysis of All Secondary Inorganics and Physical, Characteristics except Odor	9614800064	1	Each	\$ 110.00	300/200.7/212 0B	10

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
9	<b>Copper</b> - Analysis of Copper in either “first draw” sample or in potable water sample collected after flushing the plumbing system of standing water	9614800065	100	Each	\$ 18.00	200.7 or 200.8	10
10	<b>Lead</b> - Analysis of Lead in either “first draw” sample or in potable water sample collected after flushing the plumbing system of standing water	9614800066	125	Each	\$ 18.00	200.8	10
11	<b>Phosphate</b> - Analysis of Phosphate to assess corrosion control levels	9614800067	1	Each	\$ 20.00	300	10
12	<b>Antimony</b> - Analysis of Antimony in a potable water sample	9614800068	1	Each	\$ 18.00	200.8	10
13	<b>Arsenic</b> - Analysis of Arsenic in a potable water sample	9614800069	1	Each	\$ 18.00	200.8	10
14	<b>Barium</b> - Analysis of Barium in a potable water sample	9614800070	1	Each	\$ 18.00	200.7	10
15	<b>Beryllium</b> - Analysis of Beryllium in a potable water sample	9614800071	1	Each	\$ 18.00	200.8	10
16	<b>Cadmium</b> - Analysis of Cadmium in a potable water sample	9614800072	1	Each	\$ 18.00	200.8	10
17	<b>Chromium</b> - Analysis of Chromium in a potable water sample	9614800073	1	Each	\$ 18.00	200.8	10
18	<b>Cyanide</b> - Analysis of Cyanide in a potable water sample	9614800074	1	Each	\$ 28.00	335.4	10
19	<b>Mercury</b> - Analysis of Mercury in a potable water sample	9614800075	1	Each	\$ 28.00	245.1	10
20	<b>Nickel</b> - Analysis of Nickel in a potable water sample	9614800076	1	Each	\$ 18.00	200.7 or 200.8	10

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
21	Selenium - Analysis of Selenium in a potable water sample	9614800077	1	Each	\$ 18.00	200.8	10
22	Thallium - Analysis of Thallium in a potable water sample	9614800078	1	Each	\$ 18.00	200.8	10
23	Fluoride - Analysis of Fluoride in a potable water sample	9614800079	1	Each	\$ 15.00	300	10
24	Chloride - Analysis of Chloride in a potable water sample	9614800080	20	Each	\$ 15.00	300	10
25	Iron - Analysis of Iron in a potable water sample	9614800081	5	Each	\$ 18.00	200.7	10
26	Manganese - Analysis of Manganese in a potable water sample	9614800082	5	Each	\$ 18.00	200.7	10
27	Silver - Analysis of Silver in a potable water sample	9614800083	1	Each	\$ 18.00	200.7	10
28	Sodium - Analysis of Sodium in a potable water sample	9614800084	12	Each	\$ 18.00	200.7	10
29	Sulfate - Analysis of Sulfate in a potable water sample	9614800085	1	Each	\$ 15.00	300	10
30	Zinc - Analysis of Zinc in a potable water sample	9614800086	1	Each	\$ 18.00	200.7	10
31	Nitrates - Analysis of Nitrates in potable water sample	9614800104	1	Each	\$ 15.00	300	10
32	Color - Analysis of Color in a potable water sample	9614800087	1	Each	\$ 15.00	2120B	10

**Potable Water- Organic Chemicals**

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
33	NYSDOH Part 5, Subpart 5-1, Table 9A - All - Analysis of Total Trihalomethanes, and Haloacetic Acids	9614800088	25	Each	\$ 125.00	524.2/552	10
34	NYSDOH part 5, subpart 5-1, table 9B(first row) POC's listed in table 9D Plus Vinyl Chloride and Methyl-tert-butyl-ether (MTBE) - Analysis of Volatile Organic Constituents	9614800089	120	Each	\$ 65.00	524.2	10
35	NYSDOH Part 5, Subpart 5-1, Table 9C- EXCEPT Diquat, Endothall, Dioxin, perfluorooctanesulfonic acid, perfluorooctanoic acid, and 1,4-Dioxane - Analysis of select Pesticides & PCBs	9614800090	1	Each	\$ 960.00	504.1/505/515.3/525.2/531.2/547/549.2	10
36	NYSDOH Part 5, Subpart 5-1, Table 9C - (All) - Analysis of Pesticides, Dioxin, PCBs	9614800091	1	Each	\$ 1,560.00	505/504.1/515.3/547/531.2/549.2/548.1/525.2/1613	10
37	NYSDOH Part 5, Subpart 5-1, Table 9C- (Hexachlorocyclopentadiene, Hexachlorobenzene, Lindane, Heptachlor Aldrin, Heptachlor epoxide, Dieldrin, Endrin, Methoxychlor, Toxaphene, and Chlordane only) and Aroclor 1016, Aroclor 1221, Aroclor 1232, Aroclor 1242, Aroclor 1248, Aroclor 1254, Aroclor 1260 - Analysis of Chlorinated Pesticides and PCBs	9614800092	33	Each	\$ 1,560.00	505/504.1/515.3/547/531.2/549.2/548.1/525.2/1613	10

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
38	<p><b>NYSDOH Part 5, Subpart 5-1, Analysis of perfluorooctanesulfonic acid (pfos) and perfluorooctanoic acid (pfoa) and all remaining analytes within Method. Note that method required a Field Blank analysis if any PFAS target compounds are detected in the primary potable water sample. Field blank is to be prepared at time of sample collection using reagent water supplied by lab, and submitted along with potable sample; to be analyzed only if required and billed as additional analysis.</b></p> <p>Determination of Per- and Polyfluoroalkyl Substances in Drinking water by Isotope Dilution Anion Exchange Solid Phase Extraction and Liquid Chromatography/Tandem Mass Spectrometry  <b>METHOD: EPA 533</b>  <b>TAT: 10 Working days</b></p>	9614800093	30	Each	\$ 330.00	533	10

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
39	<p><b>NYSDOH Part 5, Subpart 5-1 - Analysis of perfluorooctanesulfonic acid (pfos) and perfluorooctanoic acid (pfoa) and all remaining analytes within Method. Note that method required a Field Blank analysis if an PFAS target compounds are detected in the primary potable water sample. Field Blank is to be prepared at time of sample collection using reagent water supplied by lab and submitted along with potable sample; to be analyzed only if required and billed as additional analysis. - Determination of selected Per- and Polyfluorinated Alkyl Substances in Drinking Water by Solid Phase Extraction and Liquid Chromatography/Tandem Mass Spectrometry (LC/MS/MS), METHOD: EPA 537.1</b></p>	96148300109	1	Each	\$ 275.00	537.1	10

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
40	<p><b>Environmental Protection Agency (EPA) 40 CFR part 141- Revisions to the Unregulated Contaminant Monitoring Rule (UCMR 5) for Public Water Systems.</b>  <b>EXHIBIT 4- UCMR 5 ANALYTES (29) Per- and Polyfluoroalkyl Substances (PFAS) and (1) Metal/Pharmaceutical (Lithium).</b> Note that methods may require Field Blank analysis if any PFAS target compounds are detected in the primary potable water sample. Field blank is to be prepared at time of sample collection using reagent water supplied by lab, and submitted along with potable sample; to be analyzed only if required and billed as additional analysis.  <b>METHOD(s): EPA 533, EPA 537.1, EPA 200.7 (ICP-AES)</b></p>	96148300110	1	Each	\$ 630.00	533/537.1/200.7	10
41	<p><b>NYSDOH Part 5, Subpart 5-1 Analysis of 1,4-Dioxane (only) -</b> Determination of 1,4-Dioxane in Drinking water by Solid Phase Extraction (SPE) and Gas Chromatography Mass Spectrometry (GC/MS) with Selected Ion Monitoring (SIM),  <b>METHOD: EPA 522</b>  <b>TAT: 10 working days</b></p>	96148000108	30	Each	\$ 125.00	522	10
<b>Potable Water- Turbidity</b>							
42	<p><b>NYSDOH Part 5, Subpart 5-1, Table 10 - Turbidity -</b>Quantitation of turbidity in either a filtered or unfiltered sample (as submitted)</p>	96148000094	1	Each	\$ 15.00	SM2130B	10



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<b>Potable Water- Radiological</b>							
43	<b>NYSDOH Part 5, Subpart 5-1, Table 12 – Radium 226, Radium 228, Gross Alpha Particle Activity (Uranium priced separately if required as a result of Gross Alpha &gt; 15 pCi/L) -</b> Quantitation of Radium 226 and Radium 228 activities, and Gross Alpha Particle activity	9614800095	1	Each	\$ 405.00	900 series	10
44	<b>NYSDOH Part 5, Subpart 5-1, Table 12 - Uranium -</b> Quantitation of Uranium activity (lab will be authorized to conduct uranium analysis without additional communication with County if gross alpha > 15 pCi/L)	9614800096	1	Each	\$ 35.00	200.8	10
45	<b>NYSDOH Part 5, Subpart 5-1, Table 12 - Beta particle and photon radioactivity-</b> Quantitation of beta particle and photon activity from manmade radionuclides (as indicators of tritium and strontium 90)	9614800097	1	Each	\$ 500.00	900 series	10
<b>Potable Water- UV Design Parameters</b>							
46	<b>Iron, Manganese, Hardness (calcium) Hydrogen Sulfide, Turbidity, Color, Suspended Solids, UV254 -</b> Quantitation of all of the referenced UV design parameters to assess applicability of UV for disinfection of potable water supply	9614800098	1	Each	\$ 175.00	various	10
<b>Non- Potable Water - Microbiological</b>							
47	<b>Total Coliform, Fecal Coliform (Most probable Number) -</b> Quantitate colonies of total coliform bacteria, and if coliform bacteria are present quantitate colonies of fecal coliform bacteria	9614800099	70	Each	\$ 60.00	SM9222D/B	10

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY ANNUALLY	UNIT	PRICE	METHOD	TURN AROUND TIME (TAT)
48	Heterotrophic Plate Count - Analysis to determine the growth rate of nonspecific bacteria (Heterotrophic Plate Count)	96148000100	1	Each	\$ 30.00	9215B	10
<b>Soil - Inorganics</b>							
49	Lead Testing- Quantitate Lead concentration in soil	96148000101	5	Each	\$ 20.00	6010C	10
<b>Other</b>							
50	Lead in Dust including Wipe Kit	96148000103	1	Each	\$ 45.00	6010C	10
<b>Rush Charges</b>							
51	Rush Orders- All test results within 1 calendar day- Percent increase must be entered as a whole number	96148300111	1	%	100%	None	1
52	Rush Orders- All test results within 2 calendar days- Percent increase must be entered as a whole number	96148300112	1	%	50%	None	2
53	Rush Orders- All test results within 3 calendar days- Percent increase must be entered as a whole number	96148300113	1	%	35%	None	3
54	Rush Orders- All test results within 4 -9 calendar days- Percent increase must be entered as a whole number	96148300114	1	%	15%	15% for 4 day TAT 0% for 5 to 9 day TAT	4 to 9

**Upon receipt of all required approvals a Contract shall be deemed executed and created with the successful Bidder(s) upon the Commissioner's mailing or electronic communication to the address on the bid of: (i) a Letter of Acceptance; or (ii) a fully executed contract; or (iii) a Purchase Order authorized by the Commissioner**



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### **SCOPE OF WORK**

This section describes the services that are required to be provided by the selected Proposer. Proposers must demonstrate proficiency in Laboratory Analytical Analysis. Laboratory services must be provided for the analysis of samples and associated quality assurance/quality control (QA/QC) samples for the County of Rockland, Department of Health. This scope of work describes the technical and deliverable requirements for laboratory sample analyses under this program.

The following tasks are required for the contract:

- Provide analysis of water parameters within limited holding times.
- Provide prearranged extended hours in sample receiving to accept and analyze limited-holding-time samples.
- Provide sampling containers, equipment, coolers, and appropriate preservation materials and equipment, trip blanks and other QA/QC samples as necessary.
- Provide analytical data in electronic format according to program-specific requirements.
- Cooperate with criminal and civil investigations.
- Use Chain of Custody procedures on a program-specific basis.

Rockland County DOH authorized representative will collect the samples for analyses by its associated analytical methods advised by the contracted laboratory. The number of samples and the types of samples vary from year to year.

The Laboratory shall perform these analyses in accordance with the cited Method and with its current approved Standard Operating Procedures (SOPs).

The laboratory will report the analytical results at or below the industry accepted reporting limits for the required analytes.

Internal QC checks to be analyzed with each batch of analytical samples shall include the following as required by the method:

- method blank
- laboratory control sample/laboratory control sample duplicate (LCS/LCSD)
- matrix spike/matrix spike duplicate (MS/MSD)
- laboratory duplicate

Samples to be used for the MS/MSD and laboratory duplicate sample analyses will be selected by the Laboratory. All Method-required QA/QC analyses must be performed as part of the quoted per-sample cost for each analyte/analyte group.

The Laboratory must provide Level I data packages that shall include the following items:

- Case Narrative that summarizes the samples analyzed and any problems encountered that may affect the analytical data quality.
- Chain of Custody records (COCs).
- Investigative Sample Results Reports, that include, but are not limited to the sample location, sample number, sample I.D., sampler name, date received, date reported, sample date, sample matrix, units, list of parameters, methods used, reporting limit, result, dilution factor, date analyzed, analyst, etc. Supporting QA/QC data and chromatographs shall be made available upon request at additional cost.
- QC Summaries, including: – Method blanks – LCS – LCSDs (when applicable) – MS/MSDs – Surrogates (when applicable) – Laboratory duplicate samples (when applicable). Complete analytical data packages



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must be submitted to DOH upon request. Electronic Data Packages (EDPs) in Excel format must be submitted to DOH electronically upon request. Sample disposal will occur at least 30 days after submittal of the final report unless notified by DOH authorized Environmental staff.

- Audit and Record keeping: All records must be kept by the laboratory for a **minimum of 10 years**.
- **Selected Contractor must meet the minimum requirements stated below (non-cost factors) in order to meet the acceptability test. Following the determination of acceptability, offers will be evaluated to determine which bidder offers the Best Value to the County.**

**Applicable Definitions:**

**Chain of Custody** – An unbroken trail of accountability that ensures the physical security of samples, data, and records. Also the name of a form used to document sample tracking

**Holding Time** – The time elapsed between the time a sample is taken and the time it is prepared and/or analyzed.

**Quality Assurance Officer** – An employee of the Contractor who coordinates and oversees data quality and corrective actions of Contractor produced data.

**Quality Assurance / Quality Control Coordinator** – A Quality Assurance / Quality Control coordinator is the County of Rockland, DOH Environmental individual who interfaces with the County and field team, and laboratory to coordinate and verify the data quality process.

**Rush Service** – Rush service when used in a sample submittal / laboratory context refers to a sample that must be analyzed and the data reported in a time frame shorter than the laboratory's standard turn-around time. Available rush turn around times in calendar days must be specified along with associated pricing.

**Certified Laboratory** – In order to perform any certifiable analyses, the Contractor must be a laboratory certified for all of the required analyses through the New York State Department of Health Laboratory Certification Program or a comparable organization recognized by the NYS Department of Health through its Certification Unit.

**Subcontracting** - Contractor shall indicate which analyses are performed on the laboratory premises and which, if any, would be subcontracted. Contractor is responsible for subcontractor work and subcontracting shall not interfere with services to be provided to RCDOH. Contractor shall include a list of subcontractors with a copy of their license and ELAP certification. Potential conflicts of interest must also be submitted.

**Sample Submission** – Samples must be received by the laboratory and logged in on the date they are delivered. The contractor shall accept submission of samples delivered to the laboratory by RCDOH personnel and allow concurrent pickup of sampling supplies and equipment, either during regular business hours without prior notice, or during extended hours with prior notice provided by RCDOH during regular business hours. The Contractor shall specify regular office hours as well as any surcharge for after-hours submission of samples.

**Emergency Service** – Occurs when laboratory is closed (times to be specified with proposal response) after hours Monday through Friday and all day Saturday, Sunday, and Holidays. Lab shall receive emergency samples within one hour of notification. Emergency testing is limited and does not occur on a regular basis. Most often, samples



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will be picked up or dropped off during working hours the day before and/or sample results will have to be read and reported after hours. However, respondent must also be available to receive samples on an emergency basis. Results required on weekends or holidays shall be given verbally via phone number provided, followed by e-mail.

**Sample Turn Around Time** – The lab will provide sample analysis within all required holding times. Standard turn around time in **business days** must be specified for each analysis. Standard pricing included on the Bid table is assumed to be standard turn around time. Rush turn around times in **calendar days** available for each analysis and associated costs must also be included on the Bid table. Results required on weekends or holidays must be given verbally via phone number provided and followed by e-mail.

**Sample Equipment** – The Contractor must provide sample containers and all sampling equipment necessary to collect the samples. The cost of sample containers is part of the Contractor's overhead and will be included in the analytical rate. The laboratory will provide pre-cleaned sample containers, coolers, and ice packs to the County, at no additional charge. Where necessary, the Contractor shall supply preserving chemicals shown to be free of contaminants.

**Reporting Requirements** – Results shall be provided to the County of Rockland DOH representative by e-mail in accordance with reporting frequency requirements listed below. Positive bacteria results and organic compounds that exceed the NYS drinking water standard must be reported by phone immediately upon completion of sample analysis. Contractor will be provided with name, phone number and e-mail address of the designated primary and secondary DOH contacts.

**Electronic Data Collection and Reporting** – Contractors must provide analytical and field data in electronic format according to program-specific requirements.

**Reporting Frequency / Requirements** – Electronic data will be reported to the DOH authorized representative via email or internet submission in a \*.pdf format within forty eight hours of completion of analysis. Contractor shall have compatible e-mail / internet access available to receive sampling plans and send analytical data. Results shall be provided to the DOH authorized representative. This 48-hour electronic reporting requirement is not superseded by a longer standard turnaround time.

**Staff Availability** - Contractor must have contact person(s) available to RCDOH for questions and problems and for general consultation regarding routine and non-routine analyses or results. The person(s) must be a competent individual at the laboratory who has specific technical knowledge of the pertinent analytical methods, procedures and results. A tour of the laboratory facility must be available to RCDOH personnel upon request.

**Pricing:** Prices shall be based on analyses according to the following requirements and indicated on the Bid table. Prices must be provided for each group of analytes listed in the table, and must include the cost any sample preparation, e.g., including but not limited to extraction, dilution, and preservation. The contractor must also provide the cost for individual analysis of any analyte or parameter included in the groups. In the case of pricing for analysis of individual analytes, any sample preparation cost should be listed as a separate line item that would be added to the analytical cost for a single analyte or non-tabulated group of analytes (e.g., cost of SVOC extraction for either one semi-volatile compound or a non-tabulated group of semi-volatile compounds).

**Testing** - Contractor must perform to Standard Methods for the Examination of Water and Wastewater, latest edition approved by the US Environmental Protection Agency under the Clean Water Act listed in Title 40, Part 136 of the Code of Federal Regulations



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All potable water analysis must be in accordance with Part 5-1 of the New York State Sanitary Code.

**Analytical Methods:** The Contractor is required to use approved analytical methods (NYS ELAP certified with exceptions noted below) to perform all digestion, extraction, cleanup, concentration, analysis, dilution and storage of analytical samples.

The following are recognized sources from which the methodologies must be derived:

- 40 CFR Part 136 Clean Water Act (most recent edition);
- Standard Methods for the Examination of Water and Wastewater (APHA, AWWA, WEF, most recent approved edition).

**Laboratory Custody Procedures:** All samples submitted (or authorized to be submitted) by the County must be accompanied by an appropriate COC form unless the County has provided prior written approval for samples submitted for some program without a COC. Any sample submitted without a COC form must be immediately brought to the attention of the County DOH representative. The COC form must be properly completed by the person(s) submitting the sample for analyses. The COC form must be signed and dated by the sampler and the laboratory upon receipt. All air-bills must be kept with the project files by the laboratory. The laboratory operations associated with receipt of samples must be covered in the Quality Assurance Manual (QAM) or Standard Operating Procedures (SOP) if not fully covered in the QAM.

The Contractor must preserve a copy of the COC form at all times in the project file and maintain the project file for ten (10) years. A secure Chain of Custody leads to the production of a legally defensible report.

The Chain of Custody document must include:

- name or initials of the individual collecting the specimen;
- each person or entity subsequently having custody of it;
- the date the sample was collected or transferred;
- employer or agency;
- sample number;
- sample location;
- client's name, and
- a brief description of the sample

The laboratory must properly preserve the samples (e.g., refrigerate) as required by NYS ELAP and EPA holding time criteria and the criteria of the methodologies being employed.

The Contractor must maintain a log (electronic or paper) that tracks the sample and all splits within the laboratory until the sample is reported out and disposed of according to all State and Federal laws.

The Contractor must assign a unique laboratory sample number to each sample received for analyses.

The Contractor must ensure the security of all samples submitted through the use of sealed or locked coolers and for security systems in the facility.

Disposal of samples and associated wastes is the sole responsibility of the laboratory and must be done at no additional cost to the County. All disposals must be done in accordance with the State and federal laws.



**Edwin J. Day, County Executive**

**TITLE: Laboratory Analytical Services**

**RFP NUMBER:**  
RFP-RC-2022-012

Quality Assurance / Quality Control (QA/QC) Criteria: The contracting laboratory must meet the QA/QC criteria that are described in the QAM and SOP's. All work performed must meet the satisfaction of the County DOH Authorized representative and the QAQCC. Laboratory must provide all requisite QA/QC samples (e.g. trip blanks).

If a laboratory reanalyzes a sample and finds that the QC data are still out of control, the laboratory will report and flag the data as being estimated.

A Quality Assurance Officer (QAO) must be available from the Contractor to answer questions that may arise during the assessment of the data quality. The laboratory is expected to maintain QA review for all certified methodology. The role of the QAO is one of oversight. Although the QAO usually coordinates and oversees data quality and corrective actions, the QAO must have the ability and authority to recommend and implement immediate corrective measures, without going through chains of command. Therefore, the organizational and functional position cannot be placed in direct lines of authority.

The Quality Assurance Officer must be able to objectively evaluate data and perform audits without outside influences. The responsibilities of the QAO may be divided among several individuals (e.g., corporate QAO, regional QA managers) and the designated QAO may be assigned other duties (project management, analytical work). However, these other responsibilities cannot bias the following tasks required of the QAO:

- Reviews quality control data to determine if test data are acceptable;
- Updates or supervises the update of all quality control measures; accuracy, precision, blanks and method detection limits;
- Periodically performs systems audits to assure compliance with all quality assurance policies;
- Oversees the administration of laboratory performance audits;
- Coordinates the preparation of quality assurance reports to management, clients and regulatory agencies;
- Reviews and approves the laboratory quality assurance manual;
- Reviews and approves new SOP's. Review and maintain the ongoing QA programs;
- Reviews, in writing, initiated corrective actions to assure effectiveness. Recommends additional measures if necessary;

Records of quality control will be available for review by County DOH authorized representative as needed. All laboratory QA/QC practices must be documented in the QAM and/or SOP.

If the laboratory is not following its QAM or SOP's, the Contract may be terminated, at the sole discretion of the County (unless written notice is given to the County and approved prior to initiation of the change).

Specific Tests Required - The County DOH authorized representative will submit samples requiring analyses of one or more of the following parameters on the Proposal Pages.

Laboratory must identify any water suppliers located within Rockland County that they may currently perform analyses services.



**Edwin J. Day, County Executive**

**TITLE: Laboratory Analytical Services**

**RFP NUMBER:**  
RFP-RC-2022-012

Invoices – The laboratory shall be paid for all testing authorized by the County of Rockland upon submission of properly executed invoices. All invoices must be submitted monthly and in duplicate. Invoices must list the following information:

- Date of test
  - Test location name
  - Test name
  - Test number
  - Sampler name
  - Itemized fees as submitted with proposal
-



**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 3**

**RFP-RC-2022-012**  
**Laboratory Analytical Services**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

**Question:** Proposal Page 9, line #50 (Bonfire Bid table item #9-1) What is the expectation for a lead wipe kit for this RFP?

**Response:** We would expect the lab to be able to provide a kit and analysis equivalent to EPA Method 6010D: Inductively Coupled Plasma-Atomic Emission Spectrometry. This is the analysis our current lab runs, and it is sufficient. I believe the kit typically requires a glass jar, gauze pad and distilled water. The method is the same for the soil samples.

**Question: Page 11-**Would you please clarify the expectation for the ‘description of qualifications for each staff person who shall be assigned to this contract?’ Is it the management staff or each of the numerous individual chemist/analysts that may be assigned to various tasks from login to analysis for samples submitted under this contract?

**Response:** Please provide a description of qualifications of each staff person who will be overseeing/managing this contract, such as: Contract Manager, VP of Client Services, Laboratory Director, Inorganics Manager, Technical Director and Quality Assurance Director. The qualifications of each individual chemist/analyst technician is not required.

**Question:** In the Statement of Required Disclosure, Representations, Certifications, Section D (page 40), would the per annum transaction amounts referenced, need to include the value of this current RFP?

**Response:** Yes, it is intended that this contract will exceed the minimum of \$50,000 per annum business. Please provide information required accordingly.

**Question:** In the pricing document proposal page 2, line #11, (Bonfire Bid table item #2-8) Phosphate- Analysis of Phosphate to assess corrosion control levels (96148000067) we are certified for orthophosphate (drinking water) by method SM4500PE. Is this acceptable?

**Response:** Yes.

**Question:** In the pricing document proposal, page 4, line #37 (Bonfire Bid Table item #3-5), our certified method 505 reports out the PCB’s you listed but does not quantitate them. It is a screen for PCB’s. Is this acceptable?

**Response:** No, quantification is required.

**Question:** In the pricing document proposal page 8, line #45 (Bonfire Bid Table item # 5-3), are you requesting just analysis for gross beta or are you also asking for results for tritium and strontium 90?

**Response:** Just Gross Beta

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO  
DIRECTOR OF PURCHASING**

ADDENDUM

4/13/22

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**ADDENDUM # 2**

**RFP-RC-2022-012**  
**Laboratory Analytical Services**

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**Question #3:**

A request was made to change the language in ¶ INDEMNIFY AND HOLD HARMLESS (page 24) thus allowing indemnification in direct proportion to what offeror actually did wrong rather than based on the law.

**Response #3:**

The offeror can submit any exceptions to the terms they want to, and such exception will be reviewed and weighed against their proposal. All exceptions must be submitted with the proposal response.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

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4/13/22

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**ADDENDUM # 1**

**RFP-RC-2022-012**  
**Laboratory Analytical Services**

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**Question #1:**

When reporting results, the DOH requires you to send a copy of the results to them. However, they require the results to be presented in a certain format, with certain pieces of information included on that report. When reporting results for the samples from the bid, will we have to send them to the DOH in their specified format?

**Response #1:**

See page 8- ¶ **Reporting Frequency/Requirements**

There are no additional format requirements for Rockland DOH. However, reports must include all information as it is required under their ELAP certification with NYSDOH

**Question # 2:**

When would the contract date start for the bid?

**Response # 2:**

The county anticipates awarding this contract effective July 1, 2022. However, the award date will be determined by the amount of time required to review all the Proposals submitted.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**