



## Legislation Text

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### Agenda Information Sheet

**DEPARTMENT:** Water Wastewater Utilities

**CM/ ACM:** Mario Canizares

**Date:** October 9, 2017

#### **SUBJECT**

Consider recommending adoption of an ordinance accepting competitive proposals and awarding a contract for Laboratory Services for City of Denton Water and Wastewater Laboratories; providing for the expenditure of funds therefore; and providing an effective date (RFP 6383-awarded to Pace Analytical Services, LLC, in the five (5) year not-to-exceed amount of \$250,000).

#### **BACKGROUND**

The City of Denton has outsourced laboratory services, as a cost-effective service delivery, to City facilities, for the past 3 years. This item is for laboratory analytical services for the City of Denton's Environmental Services and Sustainability Department. This service includes analyzing storm water, watershed, industrial effluents, wastewater, sludge, soil, and compost as required by the Texas Commission on Environmental Quality.

On May 26, 2017, Requests for Proposals (RFPs) were sent to thirty-two (32) prospective suppliers of laboratory services. In addition, specifications were placed on the Materials Management website for prospective suppliers to download and advertised in the local newspaper. Three (3) proposals were received, evaluated and ranked based upon the published criteria within the RFP. The evaluation of the three proposals pricing are shown on Exhibit 2, along with "Best and Final Offer" results.

The committee evaluating the RFPs included staff members from the following areas: Watershed Protection, Pretreatment Program, Municipal Laboratory, Laboratory Quality Assurance/Quality Control, and Regulatory Compliance. The evaluation committee ranked Pace Analytical Services, LLC as the highest evaluated score, resulting in the best value for the City.

#### **RECOMMENDATION**

Award a contract for Laboratory Services to Pace Analytical Services, LLC in the five (5) year not-to-exceed amount of \$250,000.

#### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

#### **FISCAL INFORMATION**

This contract will be funded from existing budgeted operating accounts as listed below:

640750.7898-Watershed Protection  
640600.7898- Pretreatment Program  
640500.7898, 630500.7898- Municipal Laboratory

### **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area:**     **Sustainable & Environmental Stewardship**  
**Related Goal:**               **1.1 Manage financial resources in a responsible manner**

### **EXHIBITS**

1.     RFP Evaluation Sheet
2.     Contract Pace Analytical Services, LLC.

Respectfully submitted:  
Deborah Viera  
Assistant Director Environmental Services

Prepared by:  
Fritz Schwalm  
Manager, Municipal Laboratory