

ENVIRONMENTAL LEAD ANALYSIS SERVICES FOR THE LEAD AND HEALTHY HOMES PROGRAM REQUEST FOR PROPOSALS (RFP) QUESTIONS AND ANSWERS

From the October 19, 2016 Pre-proposal conference meeting

1. Need clarification on lead and metal items, does this mean ornaments and other things?

A: Yes, we do look at consumer products, like small toy charms, toys in general, pewter statues, ornaments, cosmetics, medicine, lip sticks, powders, powders that go on faces. We had all these items tested in the past.

2. I saw that there is a projected estimate of 25+ lead in water samples investigation, is that drinking water? Do you need Minnesota Certification or will our Virginia Certificate suffice?

A: In order to perform water testing, the laboratory needs to have accreditation through the State of Minnesota under the Minnesota Department of Environmental Laboratory Accreditation Program (MNELAP) or be able to sub-contract with a laboratory licensed under MNELAP. Sample analysis is not being done for compliance with the EPA lead and copper rule, but the laboratory needs to have correct accreditation and be able to analyze water samples to ≤ 15 parts per billion (PPB).

3. You mentioned that you require someone to do the courier service and someone to do the analysis; we don't offer courier services but we can offer shipping labels to get samples shipped in and out. Those are the requirements, correct?

A: Yes, the laboratory should be able to provide the City of Minneapolis with a way to get environmental samples to the lab. That can either be done through a courier service, or through postage and handling for non-Minneapolis based laboratories.

4. The shipping labels work then?

A: Yes, definitely

5. For laboratories outside Minneapolis, such as our lab in Chicago, we locally provide less than 6 hours (four hours to be exact) upon receipt of the sample, but it would be physically impossible to make this time for other laboratories other than those based in Minneapolis. So how can we compete with this time frame?

A: We will be looking at the cost of the services as well as the turnaround time. We recognize that different laboratories charge differently. We do have that same day turnaround time frame, the

shorter the turnaround time obviously the better. We will be considering both factors i.e., the cost of service from lab to lab and turnaround time when we do our selection.

6. For the drinking water and the cosmetic analysis, are you looking for graphite analysis rather than flame AA?

A: It was stated during the conference call that flame AA would be needed for water analysis. This is to correct that answer. It turns out graphite analysis will be needed in order to provide concentrations below 15PPB.

7. Are you looking for pricing everything by flame because drinking water would be a difficult thing to get them to the laboratory limit of the EPA if you are doing it by flame? We have flame ICP and graphite, most of our drinking water samples are done by graphite so that we can get lower than the 15 PPB which is a requirement for lead in drinking water by the EPA. We do the same thing for cosmetics as well as other consumer products we do primarily by graphite to get the lowest possible reading of the PPB level.

A: Water testing will need to be performed via graphite so the limit of detection is below 15PPB.

Just to clarify, the water testing we are doing is not for the EPA's lead and copper rule we do obviously want to get the lowest concentration but the sampling is not for that and as for the cosmetics, medicines and consumer products we use those samples on an FYI basis only and we are not regulating those based on any sort of consumer product safety commission regulations or anything like that.

8. Would you want us to give pricing for the graphite as well as the flame or just give you pricing for the one instrumentation?

A: Please provide pricing for the testing methods that will be used to test water to 15PPB or lower.

9. Could you also look into the IPMS, since this is another type of EPA approved analysis for consumer products? We do flame but we use ICP-MS too for more limits.

A: ICP-MS testing methods are acceptable for consumer products.

10. Does the consumer products analysis need any special kind of certification or accreditation?

A: No, there isn't. All these samples are done as an FYI basis and do not require to comply with any existing regulations.

11. Just in case this is of interest or concern, we do different analysis for other State/City Health departments and we use IPC-MS without any problem, this may seem like comparing apples to apples but need clarifications on these as well.

A: ICP-MS testing methods are acceptable for consumer products. Lead analysis in soil, dust or paint needs to be completed by a laboratory accredited by the National Lead Laboratory Accreditation Program (NLLAP).

12. Are you requiring the lab to do the sampling or are you working with a consultant already for the

sampling?

A: We collect samples with licensed in-house staff, so we need analysis service only and don't need physical sampling being done.

13. Do you have typical batch size for a Project by samples?

A: For each property we are collecting samples from, we expect between 8-15 samples for dust, soil and paint. If the location of the laboratory is not in Minneapolis, we would batch multiple sample sites together if the turnaround time is not time sensitive. For sample batches that need a same day turnaround time, there are typically around 10 samples per batch, and those would be shipped or delivered on an as-needed basis.

14. What is the requirement for minimum wages in Minnesota?

A: This RFP does not have a minimum wage requirement; however, the minimum wage for workers in Minnesota varies between \$7.75-\$9.50 per hour depending on the annual gross volume of sales for the company.

15. When you are requesting turn-around-time you have listed 5 day and less than 6-hour TAT, would you want us to list other turn-around times as well, for example we have a 2 day or 3 day TAT or are you looking for only these specific times?

A: If your organization has a number of TATs we would definitely be interested in seeing those and will take them all into consideration. We just wanted to make it clear that we needed these turn-around-times.

16. When did you say that questions should be sent to you, is it Friday 10/21?

A: Yes, that is correct; any additional questions should be emailed to health@minneapolismn.gov, subject line "Lead Analysis Services RFP" by 4 p.m., Friday, 10/21/16 and it will be part of the answers that is posted on Tuesday, October 25.

17. After you receive all the questions, are you going to issue an addendum to that or do we accept it as this is the final?

A: Unfortunately, all questions have to be in by the 21st so there will not be another chance for additional follow up questions.

18. Where or how would we get the responses to these questions?

A: The responses to the questions will be posted on the City's website www.minneapolismn.gov/finance/procurement/rfp under the Lead Analysis Service RFP on October 25th, 2016 at 4 p.m.

19. As far as the shipping, we can supply you with shipping labels and supplies; would the supplies be the actual bottles or tubes to be mailed to you with the shipping labels?

A: The supplies would be items such as the dust wipes, tubes, bottles for water sampling those types of supplies and shipping labels as well.

20. Question regarding sample supplies, will we receive prior notice of what and when will be required so we know ahead of time of what is required for a given period? Just an advance notice of what is to be expected of the supply requirement in a week, month or any given period for collecting samples.

A: We will let you know in advance notice in order for us to get those supplies for collecting samples and will make sure that you know a week in advance so we can get the supplies in time. We don't want to run out of supplies and we don't want to create a precarious situation.

21. Data practices of Minnesota (page 11) – should we go to Minnesota Statutes, Chapter 13 and look at the requirement?

A: Review of chapter 13 is advised. All documents received are non-public as of the 7th of November. Information will be provided if and when requested.

22. Question on the drinking water analysis, are you requiring us to send the bottles to be preserved because there is a need to preserve water prior to analysis?

A: That is something that we will work out with our selected provider and depends on their need for sample analysis. We will do whatever is possible so that analysis is collected accurately and correctly, whether that is to receive bottles with a preservative inside or we collect the sample and get it off to the laboratory as soon as possible to add a preservative. We will determine the best course of action upon selection of a vendor.

23. What is the preferred method of communicating the results, electronic data transfer or how do you want to get the reports?

A: Ideally would be by email so we get the information as quickly as possible. If the provider is able to offer a call service when the samples are done, that would be fine or if the provider has a web-based data management system that we can access with a user name and password that would be acceptable as well.

24. At the last page 15, it says that there is no sub-goal requirement for this RFP, is that correct?

A: Yes, that is correct; there is no sub-goal requirement for this RFP.

Questions received through the Health Email 10/21/2016

1. How often are samples collected and sent to labs for analysis?

A: Minneapolis typically has between 4-8 batches of environmental samples that need testing each week. These batches typically contain between 8-15 samples (dust and soil), with 2-3 of the batches needing same day turnaround time. Batches that do not need same day turnaround, can be sent to the laboratory on a weekly basis, but those needing same day turnaround will need to be submitted ASAP.

2. How many samples are sent at one time (per shipment)?

A: A typical batch contains between 8-15 samples consisting of dust wipes and soil. We would like to send the batches to the lab as they are collected, but can aggregate the batches if needed.

3. Is this service currently under contract? Which organization holds the contract?

A: We are currently using a contract with EMSL Laboratories in Plymouth, MN.

4. Where will samples be picked up?

A: Our offices are located in downtown Minneapolis. The address is 250 S 4th St, Minneapolis, MN 55415, Suite 510.

5. Would you want canned foods reported as a solid or liquid matrix?

A: We do not have a preference for how consumer products are analyzed. We will work out an agreement with the laboratory upon selection as to the best method for analyzing samples like canned food.