



Date: July 25, 2018
To: Prospective Bidders
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 2 to Request for Qualifications – Professional Environmental Analytical Laboratory Services

Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 2 to the Request for Qualifications – Professional Environmental Analytical Laboratory Services, dated June 29, 2018.

This addendum serves as the response to all inquiries received from prospective bidders prior to the question submission date.

STATEMENT SUBMITTAL DEADLINE: **Wednesday, August 8, 2018**
4:00 p.m. local time

INQUIRIES

1.	Question	Will there be any requirement, from the selected firm, to perform any field sampling for the collection of NPDES or storm water samples?
	Answer	There is a possibility that sampling would be necessary, however, sampling is performed by the Department and third-party contractors and not anticipated in the near-term.
2.	Question	Will CLE directly ship the samples to the lab or will CLE need courier service?
	Answer	The Department anticipates using this lab contract for shipping. In the past, the Department has used the lab’s shipping account number for overnight delivery and/or courier services coordinated by, and through, the lab. The respective shipping decision is on a case-by-case basis, depending on priority of sample analysis, costs, hold times, lab capabilities, etc.
3.	Question	What are the required tests for nuisance biofilm growth analysis, as reference in the NPDES permit?
	Answer	The biofilm sampling is ongoing and iterative program that is lead and adjusted by the laboratory and the Department team based on program findings and data analysis. Biofilm samples are collected by qualified lab personnel. The Department can collect the samples but cross-training on sample collection and field QAP will be necessary to ensure sample viability and defensibility. Examples of analysis include: Ash-free Dry Weight; Chlorophyll a; Algae, Fungi, Bacteria; Field Parameters such as temperature, pH, DO, flow, etc.; metals; oxygen demand; nutrients; and organics.

4.	Question	Is this a two-phase decision or will the contract be awarded based on the criteria in Section 10 of the RFQ? When would you require pricing from the laboratories?
	Answer	The Statements of Qualifications will be scored by an Evaluation Panel. If scoring is close, short listed firms will be invited for presentations. Pricing will be requested, from the selected firm (s), during negotiations with the Project Manager.
5.	Question	How is the local producer criteria defined? Does the lab have to be located in the City of Cleveland or Cuyahoga County?
	Answer	<p>“Local Producer” means a Person that: (1) has its principal office (headquarters) located physically in the Local Contracting Market and whose highest executive officers and highest level managers maintain their offices and perform their respective executive and managerial functions and duties in the Local Contracting Market; and (2) A. grows food or fabricates goods, whether or not finished, from organic or raw materials; B. processes goods, materials, food or other products so as to increase their commercial value by not less than 50%; C. supplies goods by performing a Commercially Useful Function; or D. provides, by its qualified full-time employees, maintenance, repair, personal, or professional services. LPE and SUBE Certification: A Bidder or Proposer may qualify as a Local Producer, a Local-Food Purchaser or a Local Sustainable Business under the Local Producer, Local-Food Purchaser, and Sustainable Business Preference Code, Chapter 187A of the Codified Ordinances of the City of Cleveland. Each Bidder or Proposer representing itself as a Local Producer (LPE), or a Local Sustainable Business (SUBE) shall be certified with the Office of Equal Opportunity prior to the bid opening. Certification applications must be completed online through the City’s Certification and Compliance Monitoring System at https://cleveland.diversitycompliance.com/. LPE and SUBE Evaluation Credits: The Contracting Department shall apply an Evaluation Credit in the following amounts for proposals received from LPE and/or SUBE prime contractors: An Evaluation Credit of two percent (2%) for proposals received from LPEs. An Evaluation Credit of two percent (2%) for proposals received from SUBEs. “Local Contracting Market” or “Contracting Market” means the geographic market area consisting of Cuyahoga County, Geauga County, Lake County, Lorain County, and Medina County, Ohio; provided, however, that with respect to growers or producers of food only, the geographic market area also shall include: Erie County, Huron County, Richland County, Ashland County, Wayne County, Holmes County, Stark County, Summit County, Portage County, and Tuscarawas County.</p>
6.	Question	What is the approximate yearly spend for this project?
	Answer	The Department is not permitted to provide this information. Budgets are determined annually, and on an as-needed basis, and vary due to changes in permitting and biofilm findings.
7.	Question	Will the Airport request parameter pricing from the laboratories?
	Answer	Yes, during the negotiation phase of the procurement process.