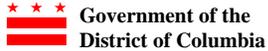




**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT**

**Office of Contracting
& Procurement**



**Government of the
District of Columbia**

PROCUREMENT ANNOUNCEMENT

The Government of the District of Columbia is soliciting bids for the following:

CAPTION: Analysis of Biological Samples

MARKET TYPE: OPEN

ADVERTISING/ISSUANCE DATE: January 26, 2009

REQUEST FOR QUOTATIONS:

RFQ NUMBER: DCKG-2009-Q-7983

CLOSING DATE: February 4, 2009

CLOSING TIME: 2:00 P.M.

QUALIFICATION DOCUMENTS ARE AVAILABLE AT:

**Office of Contracting and Procurement
441 4th Street, NW, Suite 703 South
Washington, DC 20001
Bid Counter
(202) 727-0252**

OCP WEBSITE ADDRESS: www.ocp.dc.gov

Analysis of Biological Samples

1.0 SUPPLIES OR SERVICES AND PRICE

The Office of Contracting and Procurement, on behalf of the District Department of the Environment, Natural Resources Administration, and Water Quality Division (WQD) is seeking a contractor to provide taxonomic identification services on phytoplankton, zooplankton and benthic macroinvertebrates collected from District of Columbia waters. The contractor shall provide services, in accordance with the recommended parameters set forth by the District resulting in a library of benthic macroinvertebrates that have been identified to the lowest possible level (genus or species level as capable) and the enumeration of all phytoplankton and zooplankton samples identified to the lowest possible level and entered in the WQD's biological database.

1.1 Contract Type

The District anticipates award of a fixed price contract.

1.2 Price Schedule

1.2.1 Base Period of Performance (Date of Award – six (6) months thereafter)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Provide an analysis of Macroinvertebrate, 32 ounce wide-mouth glass jar, services as described in Section 2.	\$ _____ (each)	17	\$ _____
0002	Provide an analysis of Phytoplankton, 500 ml. plastic bottles, services as described in Section 2.	\$ _____ (each)	760	\$ _____
0003	Provide an analysis of Zooplankton, 125 ml. plastic bottles, services as described in Section 2.	\$ _____ (each)	186	\$ _____
Grand Total for 1.2				\$ _____

2.0 SPECIFICATIONS/WORK STATEMENT

2.1 SCOPE

The District Department of the Environment, Natural Resources Administration, and Water Quality Division (WQD) is seeking a contractor to provide taxonomic identification services on phytoplankton, zooplankton and benthic macroinvertebrates collected from District of Columbia waters. The contractor shall provide services, in accordance with the recommended parameters set forth by the District resulting in a library of benthic macroinvertebrates that have been identified to the lowest possible level (genus or species level as capable) and the enumeration of all phytoplankton and zooplankton samples identified to the lowest possible level and entered in the WQD's biological database.

2.1.1 Applicable Documents

The following documents are incorporated in this quotation and resulting Contract by this reference:

Item No.	Document Type	Title	Version
1	D.C. Code	D.C. Official Code, Section 1300.4, Chapter 13 DCMR, Title 21, available at http://os.dc.gov/os/cwp/view,a,1206,q,522357,osNav, 31374 .asp	May 1988
2	D.C. Code	D.C. Official Code ' 8-103.12 available at: http://os.dc.gov/os/cwp/view,a,1206,q,522357,osNav, 31374 .asp	Most Recent
3	D.C. Code	D.C. Official Code ' 108.03(c) available at: http://os.dc.gov/os/cwp/view,a,1206,q,522357,osNav, 31374 .asp	Most Recent
4	U.S. Law	Environmental Protection Agency (U.S. EPA) Title 33 USC 1256 Section 106 concerning Grants for Pollution Control Programs available at: http://www.epa.gov .	Most Recent

2.1.2 Definitions

2.1.2.1 **Contracting Officer's Technical Representative (COTR)** - the representative responsible for the general administration of this contract and advising the Contracting Officer as to the compliance or noncompliance of the Contractor with this contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of this contract. The COTR is not authorized or empowered to make amendments, changes, or revisions to this contract.

2.1.2.2 **Aquatic Life** - any plant, insect or animal that lives predominately in natural water (i.e. lake, stream or river)

- 2.1.2.3 **Benthic Macroinvertebrate** - any spineless living thing that is large enough to see with the naked eye that lives on the bottom or along the edge of a waterbody
- 2.1.2.4 **Phytoplankton** - microscopic plants that live in natural water (i.e. lake, stream or river)
- 2.1.2.5 **Taxonomic Identification** - orderly classification of plants and animals according to their presumed natural relationships
- 2.1.2.6 **Waterbody or Waters** - a lake, stream, or river
- 2.1.2.7 **Zooplankton** - microscopic animals that live in natural water (i.e. lake, stream or river)

2.2 Background

- 2.2.1 U.S. EPA water quality monitoring guidance encourages states to incorporate biological data into their programs and to use this information to evaluate aquatic life use attainability. The biological data collected by WQD is used in the assessments of the District of Columbia's waterbodies. Phytoplankton samples are collected at five Potomac River stations, five Anacostia River stations, and five tributary stations. Zooplankton samples are collected at two Potomac River stations and one Anacostia River station. Benthic macroinvertebrate samples are collected from tributaries of the Anacostia and Potomac rivers. The samples are preserved and stored for analysis. The goal of the project is to enhance the water quality information available for water resource managers in the District of Columbia. The object of this project is the taxonomic identification of the samples collected by the WQD.

2.3 Requirements

2.3.1 Identification

All macroinvertebrates, phytoplankton and zooplankton samples shall be identified to the lowest possible taxonomic level (genus or species level as capable).

2.3.2 Cataloging Data

- 2.3.2.1 Taxonomic data from zooplankton and phytoplankton samples, provided by the WQD, shall be cataloged in Microsoft Excel format.
- 2.3.2.2 A library of benthic macroinvertebrate shall be compiled from each type (genus or species) of benthic macroinvertebrate found in samples provided by the WQD.
 - 2.3.2.2.1 Library specifications shall include the following:
 - 2.3.2.2.1.1 Picture i.d.'s of live and preserved insects to contrast and compare.
 - 2.3.2.2.1.2 The photos should have common names as well as order, family, genus and/or species name.
 - 2.3.2.2.1.3 All insects should be classified depending on Functional Feeding Designation i.e. PA= parasite, FC= filter/collector, PR= predator, SC=scrapper
 - 2.3.2.2.1.4 All insects should be classified depending on Habitat/Behavior Designation i.e. cn= clinger, cb= climber, dv= diver
 - 2.3.2.2.1.5 All insect groups should have at least one primary feeding designation but may include up to two, primary and secondary designations.

2.3.2.2.1.6 There shall be at least one representative benthic insect preserved, in glass vial, for each organism identified from the sample in the library for future reference.

2.4 Quality Assurance

The Contractor shall submit a quality assurance project plan (QAPP) for approval by the WQD. The QAPP guideline shall be in accordance with EPA standards and methods.

2.5 Reporting

2.5.1 The contractor shall submit bimonthly progress reports. Bimonthly reports shall include enumeration progress and preliminary findings or trends observed.

2.5.2 A draft report of the analyses shall be submitted for approval by WQD.

2.5.3 The final report including hard and electronic copies shall be submitted to WQD.

2.6 Contractor Responsibility

2.6.1 Sample Transfer

The Contractor shall be responsible for shipping and handling of samples and associated cost.

2.7 Contractor Certification

The Contractor shall be certified by the North American Benthological Society (NABS), Level 2

Section 3 Deliveries and Performance

3.1 Term of the Contract

The term of the contract shall be for a period of six months from date of award.

3.2 Deliverables

NO.	Deliverable	Qty/ Format/ Method of Delivery	Due Date
1	Quality Assurance Project Plan, as described in 2.4	2 Hard Copies and 1 Electronic Copy	Within two (2) weeks after contract commencement

2	Bimonthly Progress Reports , as described in 2.5.1	3 Hard copies and 2 Electronic copies (Word and PDF)	Bi-monthly beginning sixty (60) days from contract commencement
3	Library of each type of benthic macro invertebrate found in samples, as described in 2.3.2.2.1	1 Hard Copies and 1 Electronic Copy	Two (20 weeks after end of contract
4	Draft Report of Taxonomic data of zooplankton and phytoplankton samples, as described in 2.3.2.1	Microsoft Excel and Word format (2 Hard Copies and 1 Electronic Copy	Thirty (30) days prior to end of contract period
5	Final Report of Taxonomic data of zooplankton and phytoplankton samples, as described in 2.3.2.1	2 Hard Copies and 3 Electronic Copies	Within two(2) weeks of COTR's submission of comments on the draft report

Section 4 Contract Administration

4.1 Contracting Officer

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

James H. Marshall, Contracting Officer
 441 4th Street, NW, #700 south
 Washington, DC 20001
 Telephone: 202-724-4197

4.2 Authorized Changes by the Contracting Officer

4.2.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

4.2.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

4.2.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

4.3 Contracting Officer's Technical Representative (COTR)

4.3.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Lucretia Brown
Department of the Environment
51 N Streets, N.W.
Washington, DC 20002
Telephone: (202) 535-1807

4.3.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

4.3.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

5.0 Instructions to Offerors

5.1 Award

The District intends to award a single contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be the best value to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered. A description of how the District will evaluate offers is found in Section 6.

5.2 Proposal Submission

Offerors shall provide and submit electronically price proposal under separate cover to dwright.hayes@dc.gov no later than 2:00 P.M. Wednesday February 4, 2009. The email subject line shall state "Price Proposal in Response to Request For Quotation No. DCKG-2009-Q-7983 Analysis of Biological Samples."

5.2.1 Price Proposal

- a. Completed Section 1 Price Schedule

6.0 Evaluation for Award

Preference for Local Businesses, Disadvantaged Businesses, Resident Business Ownerships or Businesses Operation in an Enterprise Zone

a. General Preferences

Under the provisions of D.C. Law 13-169, “Equal Opportunity for Local, Small, or Disadvantaged Business Enterprises Amendment Act of 2000”, the District shall apply preferences in evaluating offers from businesses that are local, disadvantaged, resident business ownership or located in an enterprise zone of the District of Columbia.

Preference Points	0–12	
Small Business Enterprise (SBE)	3	
Resident Owned Business (ROB)	3	
Longtime Resident Business (LRB)	10	
Local Business Enterprise (LBE)	2	
Disadvantaged Business Enterprise located in an Enterprise Zone	2	
Disadvantaged Business Enterprise (DBE)	2	

$$\frac{\text{Lowest Price Proposal}}{\text{Price of Proposal Being Evaluated}} \times (20) = \text{Evaluated Price Score}$$

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is is not applicable.			PAGE OF PAGES 1	
1. REQUEST NO. DCKG-2009-Q-7983	2. DATE ISSUED January 26, 2009	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS	RATING		
5A. ISSUED BY Office of Contracting and Procurement Financial Legal Consulting Group 441 4th Street N.W., Suite 700 South Washington, D.C. 20001			6. DELIVER BY (Date) Period of Performance: Shall be from the date of award through six months thereafter			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Dwight Hayes (202)-727-5278			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING			9. DESTINATION (Consignee and address, including ZIP code) District Department of the Environment Water Quality Division 51 N Street, N.E. Washington, D.C. 20002			
8a. Vendor Tax ID #						
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 4:00 PM (Date) February 4, 2009		Dec <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Provide taxonomic identification services on phytoplankton, zooplankton and benthic macroinvertebrates collected from District of Columbia waters. (See Statement of Work)					
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

