



## **REQUEST FOR QUOTE**

### **Taxonomic Identification and Enumeration of Aquatic Macroinvertebrates and Quality Assurance/Quality Control of Selected of Periphyton Samples**

**Date of Announcement:** January 4, 2016  
**Deadline for Submittal of Quote:** February 8, 2016

Contact Person: Marianne Denton, Environmental Scientist  
Email: [dentonm@ndep.nv.gov](mailto:dentonm@ndep.nv.gov)  
Phone 775.687.9457  
Fax: 775.687.5856

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Acronyms

|          |  |
|----------|--|
| BWQP     | Bureau of Water Quality Planning   |
| EDAS     | Ecological Data Application System   |
| EMAP     | Environmental Monitoring and Assessment Program as defined by the U.S. EPA |
| NDEP     | Nevada Division of Environmental Protection                                |
| NRS      | Nevada Revised Statute   |
| NRSA     | National Rivers and Streams Assessment-Wadeable Streams                    |
| QA/QC    | Quality Assurance/Quality Control  |
| RFQ      | Request for Quote  |
| SOP      | Standard Operating Procedure   |
| State    | State of Nevada  |
| SAFIT    | Southwest Association of Freshwater Invertebrate Taxonomists               |
| U.S. EPA | United States Environmental Protection Agency                              |

## 1. Background

**Aquatic Benthic Macroinvertebrates:** The Nevada Division of Environmental Protection, Bureau of Water Quality Planning collects aquatic benthic macroinvertebrates on a statewide basis to assess the aquatic health of the State's streams and rivers. The field work is performed using the "reach wide/composite" field protocols developed under U.S. EPA Western EMAP and U.S. EPA National Rivers and Streams Assessment-Wadeable Streams (NRSA).

We are currently seeking one laboratory to perform a 600 count taxonomic identification and enumeration for approximately 35-50 samples per year for a 3 year period.

**Periphyton Re-Identification:** In addition, and as part of this same request for quotes/proposals but listed as a separate item, NDEP requests a quote be submitted for the quality assurance/quality control (QA/QC) of a digital photograph reference collection for one year. The samples have been previously identified by another laboratory and may or may not contain genus/species names.

Occasionally, other periphyton and macroinvertebrate identification as requested by NDEP.

***The contract will be awarded only to laboratories that can perform both benthic macroinvertebrate identification and enumeration and the QA/QC of periphyton digital photograph reference collection re-identification work as specified below. Quotes must include a bid for both.***

## 2. Aquatic Benthic Macroinvertebrate Scope of Work and Deliverables

The selected laboratory will receive from the NDEP approximately 35-50 preserved and site-composited macroinvertebrate samples per year over a 3 year period. Enumeration and identification shall be at a 600-organism count per sample. If 600 organisms are not contained within the sample, then the complete sample will be identified and enumerated.

Identification levels will be, at the minimum, the taxonomic effort provided in the Southwest Association of Freshwater Invertebrate Taxonomists (SAFIT) Level II (attached as separate file). Laboratories should refer directly to the SAFIT document attached to this proposal for bidding and aquatic benthic macroinvertebrate identification clarification.

NDEP shall be advised immediately by email or written notification if samples contain any known "invasive" such as *Potamopyrgus antipodarum* (New Zealand mudsnail), *Dreissena rostriformis bugensis* (quagga mussel) and/or *Dreissena polymorpha* (zebra mussel).

NDEP shall be advised immediately by email or written notification if any of the macroinvertebrates contained in a sample have anomalies of the organism (e.g., deformities, lesions). Normal structural damage due to collection, storage and/or transportation is not considered to be anomalies.

Completed identified samples are to be placed into vials (vouchers) containing 90% ethanol, separated by taxon and sample site, labeled with NDEP's site identification number, organism identification and number of organisms in the vial and the year collected. The vouchers are to be returned to NDEP before payment of services will occur.

In addition, a reference collection for each individual year shall be supplied to NDEP upon completion of that year's identification. The reference collection shall consist of preserved specimens identified and labeled to the appropriate SAFIT Level II.

Sample remnants (un-analyzed) may be disposed of by the laboratory upon completion of the laboratory QA/QC procedures.

Empty macroinvertebrate sample containers originally delivered to the laboratory are to be returned to NDEP along with the vouchers, reference collections and final identification and enumeration results.

The laboratory shall provide NDEP with an updated electronically submitted Aquatic Benthic Macroinvertebrate Laboratory Quality Assurance and Quality Control document. The QA/QC document should follow standard acceptable laboratory analysis protocols for periphyton.

Results of the enumeration and identification of all samples will be provided to NDEP in electronic Microsoft Excel spreadsheet format including standard index calculations, unless other arrangements are made.

#### 2.1. Aquatic Benthic Macroinvertebrate Project Time Period for Deliverables

At a minimum, half of a given year samples will be identified, enumerated and the results submitted to NDEP within the first six months of the delivery date of the samples to the laboratory. The remaining samples will be identified, enumerated and the results submitted to NDEP the following six months. Each year will follow the same progression for the total contract period.

#### 2.2. Aquatic Benthic Macroinvertebrate Field Sample Collection Methodology

Samples are collected primarily in the late spring through late summer months using a D-frame 500 micron net. The samples are stored in 95% ethanol. Each sample generally consists of a composite of 11 transects from one sampling site unless otherwise noted and are only slightly cleaned with the removal of large debris and rocks in the field. General sample size is approximately 1 liter including ethanol; however, this may vary depending on the sample site. A Chain of Custody will indicate the number of transects per sample and number sample containers from each site.

### 3. Periphyton QA/QC Scope of Work and Deliverables

Periphyton samples are collected primarily in the late spring through late summer concurrent with macroinvertebrate samples. One sample generally consists of the composited collection from 11 transects unless otherwise noted. Composite samples can consist of periphyton collected from the sediment/water interface and/or scraped from hard substrate. Samples are preserved with 2 mL formalin in a 45 mL aliquot in the field.

The selected QA/QC laboratory will receive from NDEP the digital photograph reference collection from previously enumerated and identified samples by a separate laboratory. The QA/QC laboratory's responsibility will be to perform QA/QC for the identification of the reference collection. The QA/QC laboratory will provide NDEP with an electronic spreadsheet identification results. NDEP will compare the taxonomic results from each laboratory's identification will be compared with percent of similarity, which should not be  $\leq 70$ .

Upon completion of the QA/QC identification, the laboratory will request, from NDEP, the original periphyton laboratory results and percent of similarity results. It will be the responsibility of the QA/QC laboratory to contact the primary periphyton laboratory when discrepancies are found. Both labs are to reconcile the differences as much as feasible. The QA/QC laboratory will provide a brief factual electronic report to NDEP discussing the discrepancies, QA/QC recommendations, and if the laboratories reached a reconciliation regarding the discrepancies. If reconciliation cannot be reached, an independent third-party may be required for identification.

The laboratory shall provide NDEP with an electronically submitted Laboratory Quality Assurance and Quality Control document specifically addressing the quality assurance and quality control element of re-identifying periphyton samples from another laboratory.

The QA/QC results of the re-identification of the reference collection will be provided to NDEP in electronic Microsoft Excel spreadsheet format unless other arrangements are made. All results must be submitted to NDEP before payment for services can be completed.

### 3.1. Periphyton QA/QC Project Time Period for Deliverables

The results of the periphyton QA/QC shall be submitted to NDEP within six months of delivery of the samples.

## 4. Quote/Proposal Content

### 4.1. Project Title

### 4.2. Provide General Organization Background Information as described in Primary Vendor Information (Section 5)

Name of Organization, Address and Contact Information

Project Management and Key Personnel: Describe your management structure and organization.

Qualifications: State applicant's qualifications for both management and laboratory personnel. Identify any subcontractors and provide their qualifications, references and contact information.

References: Provide a list of several previous clients with contact information including name, address, phone number and email address.

Private (non-government) Laboratories must submit verification of the following with the proposal:

Commercial General Liability Insurance with a standard minimum limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

Verification of Workers' Compensation Insurance

### 4.3. Scope of Work and Deliverables:

Describe each major task and each deliverable and your understanding of this proposal request.

Describe and give an example of the electronic and hardcopy format of the taxonomic results that will be delivered to NDEP.

Standard Operating Procedures (SOP): Describe in detail the applicant's SOP and QA/QC procedures.

### 4.4. Schedule: Provide a time schedule for deliverables to NDEP.

### 4.5. Budget:

Include an overall budget for the entire periphyton project based on 50 macroinvertebrate samples and per year and periphyton QA/QC re-identification per year. Itemize cost per sample.

## 5. Primary Vendor Information

### 5.1. Company ownership (sole proprietor, partnership, etc).

### 5.2. Incorporated companies must identify the state in which the company is incorporated and the date of incorporation. **Please be advised**, pursuant to NRS §80.010, incorporated companies must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State and the awarded vendor, unless specifically exempted by NRS §80.015.

5.3. The selected vendor, prior to doing business in the State, must be appropriately licensed by the Office of the Secretary of State pursuant to NRS §76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>. Vendors must provide the following:

Nevada Business License Number

Legal Entity Name

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes  No If "No," provide explanation.

5.4. Disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending which involves the vendor or in which the vendor has been judged guilty or liable with the State.

5.5. Location(s) of the company offices and location of the office that will provide the services described in this RFQ.

Number of employees both locally and nationally.

Location(s) from which employees will be assigned.

Name, address and telephone number of the vendor's point of contact for a contract resulting from this RFQ.

Company background/history and why vendor is qualified to provide the services described in this RFQ.

Length of time vendor has been providing services described in this RFQ to the **public and/or private sector**. Please provide a brief description.

5.6. Has the vendor ever been engaged under contract by any State agency?

Yes  No If "Yes," specify when, for what duties, and for which agency.

5.7. Is the vendor or any of the vendor's employees employed by the State, any of its political subdivisions or by any other government?

Yes  No If "Yes," is that employee planning to render services while on annual leave, compensatory time, sick leave, or on his own time?

5.8. **Financial information and documentation to be included in your response.**

Dun and Bradstreet number

Federal Tax Identification Number

## 6. Selection and Notification Process

The process for selecting the applicants will be determined based on:

The applicants' level of knowledge, experience, references and qualifications for conducting taxonomic identification of periphyton and/or macroinvertebrates.

Laboratory Standard Operating Procedures and QA/QC protocols.

Budget based on a per sample basis and the ability to meet contract deadlines.

Availability of resources and staff to successfully complete taxonomic identification to laboratory standard operating procedures.

The ability of the applicant to meet the criteria stated above in the Quote/Proposal Contents for both macroinvertebrates (Section 2) and periphyton (Section 3). The laboratory must be able to perform both contents in Sections 2 and 3.

A sample copy of the format that will be used for submittal of sample results to NDEP.

The selection and notification process will be completed within 20 working days following the close of the proposal deadline. Notification of the laboratories selected will be through e-mail unless a different method is requested by the laboratory. Upon notification, the applicant will submit a final copy of the proposal for the contract process. NDEP reserves the right to clarify items in the proposal providing both parties agrees. In the event the applicant and the State of Nevada are unable to agree to the terms of the contract, NDEP reserves the right to disqualify the consultant and select another consultant or reissue the request for quote.

Once selection has occurred, the State contract process generally takes approximately three (3) months to complete.

Quotes/proposals will be accepted by hard copy and/or electronic email to the contact person and address provided below. Quotes should be based on the maximum count of samples provided.

Nevada Division of Environmental Protection  
Bureau of Water Quality Planning  
Marianne Denton, Environmental Scientist  
901 South Stewart Street, Suite 4001  
Carson City, Nevada 89701  
dentonm@ndep.nv.gov  
Phone: (775) 687-9457