

**ANALYTICAL SERVICES, INC. (ASI)**  
*Microbiological Testing, Research and Consulting*

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130 Allen Brook Ln., PO Box 515, Williston, VT 05495 USA  
1.800.723.4432 / 802.878.5138 Fax: 802.878.6765  
[www.analyticalservices.com](http://www.analyticalservices.com)

07 December 2010

Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305

**Subject: Proposal for RFQ EHS11080**

To Whom It May Concern,

Analytical Services, Inc. (ASI) is pleased to submit this proposal for your consideration regarding the above referenced Request For Quotation.

Enclosed herewith are the following:

- Considerations for the West Virginia contract
- ASI Qualifications and Experience Summary
- ASI References
- ASI Laboratory Certifications; USEPA and NELAC (FL-DOH)
- RFQ EHS11080
- RFQ EHS11080 Addendum #1

ASI accepts all terms and conditions stated in RFQ EHS11080.

A "Vendor Registration and Disclosure Statement" has been completed and mailed to the State of West Virginia Purchasing Division Vendor Registration, along with a check for \$125.00.

Thank you again for your time and consideration; please contact me if you have any questions.

Sincerely,

**ANALYTICAL SERVICES, INC.**



Paul S. Warden  
Vice President & Director of Operations  
(800) 723-4432 x15  
[pwarden@analyticalservices.com](mailto:pwarden@analyticalservices.com)

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PURCHASING DIVISION  
STATE OF WV

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

## **ANALYTICAL SERVICES, INC. (ASI)**

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### **CONSIDERATIONS FOR THE WEST VIRGINIA CONTRACT**

#### Certification

Analytical Services, Inc. (ASI) is an EPA-approved laboratory for *Cryptosporidium* and *E. coli* enumeration under the LT2 Laboratory Quality Assurance Program. A brief description of our certifications, qualifications and experience are below, and copies of relevant certificates are enclosed.

Regarding *Giardia* and *Cryptosporidium* analysis (EPA Method 1623), ASI was one of the first laboratories audited and approved by the EPA under the LT2 Laboratory QA Program, and we are one of the very few laboratories to have successfully re-audited and re-approved by the EPA under the LT2 Laboratory QA Program. ASI is also accredited under the National Environmental Laboratory Accreditation Program (NELAP) by the Florida Dept. of Health to perform Method 1623. We have provided LT2-compliant data since July 2001, and have processed more than 20,000 samples by Method 1623. ASI is also certified by the Departments of Health in Vermont, Connecticut, and New Mexico.

#### Laboratory Capacity

**ASI has laboratory capacity to process ALL of the remaining LT2 samples from West Virginia.**

We are the largest laboratory approved by the USEPA for LT2 compliance work, and processed more LT2 samples than any other laboratory. Since most public water suppliers have completed their LT2 monitoring, ASI has personnel, equipment and laboratory facilities to receive and process as many samples as necessary.

#### Sample Collection

For Method 1623 samples, ASI offers our clients the choice of collecting and submitting bulk water samples (10L) or field filtered samples (10 – 50L) to our laboratory. It is understood that the method of sample collection will be determined in conjunction with each individual public water system.

If field filtering is desired, ASI has developed the *Easy-Vol* System, which simplifies collection and eliminates flow totalizer calibration, etc. With this system, the user simply filters the water into the *Easy-Vol* vessel until it is completely full; the vessel is calibrated so the collected volume is known exactly. All sample collection supplies are shipped automatically for arrival at the PWS at least one week prior to their sample collection date.

#### Sample Shipment

Samples for LT2 / Method 1623 samples must arrive at the laboratory at  $\leq 20^{\circ}\text{C}$  (and unfrozen). ASI has high quality coolers and customized shipping and handling instructions to simplify and optimize this process. We have tested shipping containers and packing materials under extreme temperature conditions to ensure temperature integrity.

As a large laboratory, ASI has recently negotiated a **50% discount off FedEx list price** and will make this savings available to PWSs in West Virginia under this contract (note: applies to air express shipments only, not ground delivery).

#### Analytical Methods

ASI will use EPA Method 1623: *Cryptosporidium* and *Giardia* in Water by filtration/IMS/FA (EPA 815-R-05-002, Dec. 2005), which is the most current EPA method, to analyze samples from the State of West Virginia that are received at our laboratory.

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Please note that ASI has added four (4) notes under *Giardia* and *Cryptosporidium* in the Bid Proposal Price Sheet. These items are as per EPA Method 1623, are listed in the interest of full disclosure of all possible costs, and will only be applied as necessary to meet LT2 requirements.

These additional charges are as follow (only as required to meet LT2 compliance):

Matrix Spike samples	\$354.00 each
Additional subsamples or slides	\$95.00 each
Additional Analyses	\$105.00 each
Additional Filters	\$70.00 each

Emergency Samples

Please note that, in the event of an emergency, Priority Turnaround Times are available, including 5, 3, 2, or 1 business day turnaround, and even <24 hours results are available if necessary.

Implementation

After acceptance of this proposal, a Project Manager from ASI's Client Services team will contact systems as appropriate to coordinate sampling schedules, shipping, reporting, invoicing and other LT2 requirements.

Terms and Conditions

ASI takes no exception to the terms and conditions stated in the RFQ except as noted herein. Payment terms for billable projects are net thirty (30) days with 1.5% assessed monthly to overdue accounts. Costs associated with restocking, resampling, etc. due to circumstances within West Virginia public water suppliers control will be the responsibility of the State of West Virginia. ASI will bear the cost of restocking, etc., as caused by events within our control.

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### **QUALIFICATIONS AND EXPERIENCE**

Analytical Services, Inc. (ASI) is a full service environmental microbiology laboratory located in Williston, VT. Our primary business is serving the public water supply industry with microbiological testing, research and consulting services. ASI is engaged in water supply projects involving source water (LT2 compliance monitoring, watershed assessment/pathogen surveys, fecal contamination source tracking, groundwater monitoring, etc.) to distribution system issues (coli form positive investigations and biofilm/regrowth studies, nuisance organisms, *Legionella* detection / legionellosis risk assessment and microbial identification).

ASI is one of the oldest environmental microbiology laboratories in the United States that offers protozoan analyses, and has also been one of the largest since its incorporation in 1993. This period includes uninterrupted service to our clients throughout the Information Collection Rule (ICR) compliance period, as well as the Long Term 2 Enhanced Surface Water Treatment Rule (LT2).

ASI is nationally recognized as an expert laboratory for protozoa analysis. Accordingly, we have been involved in numerous EPA-sponsored protozoa research projects, including the ICR Supplemental Survey (ASI was one of only six laboratories nationally), round-robin validations of EPA Method 1622 and Method 1623. More recently, ASI was selected to perform the single laboratory validation of EPA Method 1693: Detection of *Cryptosporidium* and *Giardia* in Disinfected Wastewater Effluent and Combined Sewer Overflows (CSO's). ASI was also selected to participate in the subsequent multiple laboratory validation of Method 1693.

ASI was one of the first laboratories audited by the EPA under the LT2 Laboratory QA Program (August 2001), and received Approval in January 2006 upon promulgation of the LT2 Rule. ASI is one of the major laboratories in the U.S. providing *Cryptosporidium* testing for LT2 compliance, ASI is one of the few laboratories to have undergone a second-round of EPA audit (in August 2008, with continued approval). While our staff has changed over the years, this depth of experience has yielded well developed Standard Operating Procedures, training programs and corporate norms that have enabled ASI to earn a reputation for integrity and service that is second to none in the industry.

**Colin Fricker, Ph.D., ASI Technical Director** - Dr. Fricker, who directs all laboratory operations at ASI, has worked for ASI since 2001. He has more than thirty years experience in environmental microbiology in public and private sectors and participated in the development of EPA Method 1622 for the detection of *Cryptosporidium* in water.

At ASI, Dr. Fricker is responsible for all microbiological laboratory testing and training. He is also currently serving as Principal Investigator for ASI's WRF #4024 grant. In addition, Dr. Fricker provides consulting services to ASI clients regarding all microbiological issues associated with public water supply, including coliform/regrowth, *Cryptosporidium*, watershed assessment, etc.

**Facilities** - Prior to the ICR compliance period, ASI designed and built a 10,000 square foot facility dedicated to environmental microbiology testing and research. This facility allows safe processing of a variety of sample types and execution of various simultaneous projects without overcrowding. Dedicated rooms, areas and/or equipment minimize the risk of cross contamination or laboratory interferences. At the same time, we developed and implemented a laboratory management program that encompassed traditional business planning (client outreach, revenue projections/cash flow, staffing needs, etc.) and laboratory management (work load projections by analysis type, equipment inventory, redundancy, capacity assessments, etc.) to ensure that appropriate resources were available to provide continuously high quality service for an increasing volume of business. All routine

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analytical procedures are governed by written, controlled-copy Standard Operating Procedures (SOPs) as per the ASI Quality Manual.

**Contingency Plans** – ASI provides protection of our services through redundancy of equipment and instrumentation. For example, we have multiple high speed floor centrifuges, as well as bench-top centrifuges, rather than relying on a single unit. Other Method 1623 related redundant equipment includes sample refrigerators, filtration pumps, wrist action shakers, aspiration stations, immunomagnetic separation (IMS) equipment, pipettors, etc. In addition, ASI has four light microscopes, three of which are equipped for epifluorescence microscopy and Difference Interference Contrast (DIC) optics. We are also equipped to record high quality digital photomicrographs as needed. Our Sample Receiving and Login area is equipped with redundant computers and printers to allow timely sample processing. Throughout our facility, all computers are connected to our network server, which allows seamless communication and efficient data processing and report generation. In addition, our server has redundant hard drives and is backed up daily on tape, with tapes stored in a fire proof safe. ASI's instrumentation and computers are protected by electrical surge protectors.

**Analytical and Support Staff** - Presently, ASI employs four full time staff microbiologists, three of these microbiologists meet the EPA / LT2 criteria for Principal Analyst. In addition, ASI has one Laboratory Technician, who is EPA / LT2 Approved, two part-time microbiologist, and three support staff. This depth and expertise of our staff provides ASI redundancy to cover planned and unplanned staff absences, the flexibility to handle special projects and/or unscheduled work, as well as the ability to rotate duties to provide opportunity and challenge.

In addition, ASI has been long committed to, and known for, outstanding client services. At present, we employ four people in client services functions, who handle front-end client interaction, work scheduling, shipping of supplies, sample receipt and log-in, and report preparation. These employees ensure that projects thoroughly set up, supplies shipped and received at the clients site well in advance, and that issues relative to samples received at ASI are quickly relayed to the client.

ASI also maintains relationships with industry and academic researchers to maximize our ability to provide non-routine services to our clients. For example, if genotyping of recovered *Cryptosporidium* were to be requested by the State of West Virginia or a WV PWS, ASI would be able to provide this service via an existing relationship with Dr. George Di Giovanni, Professor and Faculty Fellow of Environmental Microbiology, Texas A&M University.

Dr. Fricker will direct all technical aspects of the project for ASI. Mr. Warden will serve as Project Manager.

### **Relevant Technical Experience**

**High Volume / High Flow Rate Samples** - ASI routinely processes 1623 samples from clients throughout the United States, typically ranging from 10L to 50L in volume. In addition, we have a number of clients who monitor finished water, who typically follow the guidance ASI has provided based on the compliance monitoring currently performed in the United Kingdom, where the Drinking Water Inspectorate requires 1000L samples.

In addition, ASI has experience working with high volume 1623 samples for source water. An ASI client monitored 900L – 1000L from Ranney wells that had been determined to be groundwater under the influence of surface water (GWUDI). As part of this effort, ASI performed a Tier 1 validation of

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- Watershed Pathogen Survey – ASI designed and conducted a watershed pathogen survey in the southeastern U.S. that involved monthly sampling at 23 stations for 24 months, plus event-based sampling. Samples were analyzed for *Cryptosporidium*, *Giardia*, and bacterial pathogens and indicator species.
- Distribution System Investigation – In response to total coliform positive results, ASI conducted a major distribution system investigation in southern U.S. to confirm coliform positives, assess sources and identify potential operational and treatment based solutions.
- Method Comparison Studies – For two different products, ASI was selected by a major multinational corporation to perform method comparison studies under the US EPA's Alternative Test Protocol to document method performance.
- LT2 Variance Assessment – ASI was selected by a major U.S. public water supplier from a nationwide search to serve as their microbiological laboratory for Method 1623 analyses to pursue a variance under the Long Term 2 Enhanced Surface Water Treatment Rule. This project includes routine analyses up of 50 L samples and a Tier 1 validation study for a modified technique applicable to the seasonally difficult matrix.
- Funded Research – ASI recently completed the Water Research Foundation (formerly the American Water Works Research Foundation) contract for #4024: Significance of Current Methods and Monitoring Strategies for *E. coli* and Total Coliform Measurements. This study to assess the various methods approved for total coliform and *E. coli* detection, involved 26 public water suppliers in the U.S. and U.K., with direct and in-kind funding exceeding \$800,000. Dr. Fricker and Mr. Warden were the Principal Investigator (PI) and Co-PI, respectively.

## ANALYTICAL SERVICES, INC. (ASI)

*Microbiological Testing, Research and Consulting*

130 Allen Brook Ln., PO Box 515, Williston, VT 05495 USA  
1.800.723.4432 / 802.878.5138 Fax: 802.878.6765  
[www.analyticalservices.com](http://www.analyticalservices.com)

### References

Contact / Utility	Work Performed (Years of Service)
Robert Noelle, Superintendent <b>Medford Water Commission</b> 200 South Ivy St. Medford, OR 97501 (541) 774-2440 x 2434 <a href="mailto:bob.noelle@ci.medford.or.us">bob.noelle@ci.medford.or.us</a>	- Filtration Plant Optimization (FPO) - <u>LT2 Compliance Monitoring (<i>Cryptosporidium</i>)</u> - Microscopic Particulate Analysis (MPA) - Bacteriology  (2002 – 2007)
Ellen Simm, Laboratory Manager <b>Sonoma County Water Agency</b> P.O. Box 11628 Santa Rosa, CA 95406 (707) 521-1809 <a href="mailto:ellens@scwa.ca.gov">ellens@scwa.ca.gov</a>	- Information Collection Rule (ICR) Compliance Monitoring ; Protozoa and Viruses - <u>LT2 Compliance Monitoring (<i>Cryptosporidium</i>)</u> - Microscopic Particulate Analysis (MPA)  (2002 – Present)
Darrel Andrews, Manager <b>Tarrant Regional Water District</b> 140 FM 416 Streetman, TX 75859 817-335-2491 <a href="mailto:dandrews@trwd.com">dandrews@trwd.com</a>	- Protozoa and Virus Monitoring (6-7 sites per month) - ICR Compliance Monitoring - <u>LT2 Compliance Monitoring (<i>Cryptosporidium</i>)</u>  (1994 – Present)
Meg Carlson, Lab. Supervisor <b>Fairfax County Water Authority</b> 1295 Fred Morin Road Herndon, VA 20170 (703)289-6548 <a href="mailto:mcarlson@fairfaxwater.org">mcarlson@fairfaxwater.org</a>	- Distribution System Coliform Identifications - <i>Cryptosporidium</i> and <i>Giardia</i> Testing  (2004 – Present)
Randal Braker, General Manager <b>Duck River Utility Commission</b> 270 Water Lane Tullahoma, TN 37388 (931) 455-6458 <a href="mailto:manager@druc.org">manager@druc.org</a>	- Watershed Assessment Study (2 yrs, 23 sites, protozoa, phage and bacteria) - <u>LT2 Compliance Monitoring (<i>Cryptosporidium</i>)</u>  (2002 – 2006)
David Peat <b>Northern Kentucky Water District</b> 700 Alexandria Pike Ft. Thomas, KY 41075 (859) 441-0482 <a href="mailto:peat@nkywater.org">peat@nkywater.org</a>	- <i>Cryptosporidium</i> and <i>Giardia</i> Testing - Filtration Plant Optimization (MPA for FPO)  (2004 – present)
Betty Johnson, Laboratory Supervisor <b>City of Raleigh</b> P.O. box 590 Raleigh, NC 27602 (919) 870-2870 <a href="mailto:betty.johnson@ci.raleigh.nc.us">betty.johnson@ci.raleigh.nc.us</a>	- Protozoa, Viruses, Bacteriology - <u>LT2 Compliance Monitoring (<i>Cryptosporidium</i>)</u>  (1999 – Present)





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
CINCINNATI, OHIO 45268

Office of Ground Water and Drinking Water  
Standards and Risk Management Division

January 25, 2006

Mr. Paul Warden  
Analytical Services  
P.O. Box #515  
130 Allen Brook Lane  
Williston, VT 5495

Dear Mr. Paul Warden:

Now that the Long Term 2 Enhanced Surface Water Treatment (LT2) Rule has been signed, your laboratory's status under the *Cryptosporidium* Laboratory QA Program has changed from "pending approval" to "approved." This change in status also has been noted on the Lab QA Program web page list of approved laboratories at [http://www.epa.gov/safewater/disinfection/lt2/lab\\_aprvlabs.html](http://www.epa.gov/safewater/disinfection/lt2/lab_aprvlabs.html). Only approved laboratories may analyze *Cryptosporidium* samples for LT2 monitoring.

In order to maintain approval, your laboratory must continue its participation in EPA's Proficiency Testing (PT) program. EPA may also conduct follow-up audits of laboratories to ensure that they continue to meet the requirements of the Lab QA Program. Please note that all *Cryptosporidium* analyses conducted during the LT2 rule monitoring period must be performed using the updated 2005 versions of Method 1622 or Method 1623. These methods can be found at [http://www.epa.gov/safewater/disinfection/lt2/lab\\_home.html](http://www.epa.gov/safewater/disinfection/lt2/lab_home.html).

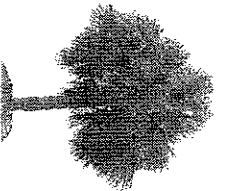
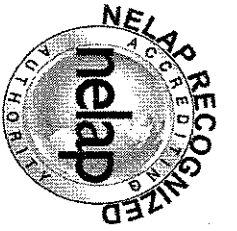
If you have any questions, please contact Carrie Moulton, at [moulton.carrie@epa.gov](mailto:moulton.carrie@epa.gov), or Jennifer Scheller, CSC, at 703-461-2118.

Sincerely,

  
Gregory J. Carroll, Director  
Technical Support Center

Enclosure

cc: Dan Schmelling, EPA SRRB  
Sean Conley, EPA SRRB  
Phyllis Branson, EPA TSC  
Carrie Moulton, EPA TSC  
Jennifer Scheller, CSC Biology Studies Group



State of Florida  
 Department of Health, Bureau of Laboratories  
 This is to certify that  
 E871011

ANALYTICAL SERVICES, INC. - WILLISTON  
 130 ALLEN BROOK LANE  
 WILLISTON, VT 05495

has complied with Florida Administrative Code 64E-1,  
 for the examination of Environmental samples in the following categories

DRINKING WATER - MICROBIOLOGY, NON-POTABLE WATER - MICROBIOLOGY

Continued certification is contingent upon successful on-going compliance with the NELAC Standards and FAC Rule 64E-1 regulations. Specific methods and analytes certified are cited on the Laboratory Scope of Accreditation for this laboratory and are on file at the Bureau of Laboratories, P. O. Box 210, Jacksonville, Florida 32231. Clients and customers are urged to verify with this agency the laboratory's certification status in Florida for particular methods and analytes.

**EFFECTIVE July 01, 2009 THROUGH June 30, 2010**



*Max Sallinger*  
 Max Sallinger, M.D.  
 Chief, Bureau of Laboratories  
 Florida Department of Health  
 DH Form 1697, 7/04  
 NON-TRANSFERABLE E871011-04-07/01/2009  
 Supersedes all previously issued certificates

Charlie Crist  
Governor



Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

**Laboratory Scope of Accreditation**

Page 1 of 2

Attachment to Certificate #: E871011-04, expiration date June 30, 2010. This listing of accredited analytes should be used only when associated with a valid certificate.

State Laboratory ID: E871011

EPA Lab Code: VT00003

(802) 878-5138

E871011  
Analytical Services, Inc. - Williston  
130 Allen Brook Lane  
Williston, VT 05495

Matrix: Drinking Water

Analyte	Method/Tech	Category	Certification Type	Effective Date
Cryptosporidium	EPA 1623	Microbiology	NELAP	7/1/2007
Escherichia coli	SM 9223 B	Microbiology	NELAP	7/1/2007
Escherichia coli	SM 9223 B /QUANTI-TRAY	Microbiology	NELAP	4/27/2009
Giardia	EPA 1623	Microbiology	NELAP	7/1/2007
Total coliforms	SM 9223 B	Microbiology	NELAP	7/1/2007

Clients and Customers are urged to verify the laboratory's current certification status with the Environmental Laboratory Certification Program.

Issue Date: 7/1/2009

Expiration Date: 6/30/2010

Charlie Crist  
Governor



Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

*Laboratory Scope of Accreditation*

Page 2 of 2

Attachment to Certificate #: E871011-04, expiration date June 30, 2010. This listing of accredited analytes should be used only when associated with a valid certificate.

State Laboratory ID: E871011

EPA Lab Code: VT00003

(802) 878-5138

E871011  
Analytical Services, Inc. - Williston  
130 Allen Brook Lane  
Williston, VT 05495

Matrix: Non-Potable Water

Analyte	Method/Tech	Category	Certification Type	Effective Date
Cryptosporidium	EPA 1623	Microbiology	NELAP	7/1/2007
Enterococci	ENTEROLERT/ QUANTI-TRAY	Microbiology	NELAP	7/1/2007
Escherichia coli	SM 9223 B /QUANTI-TRAY	Microbiology	NELAP	7/1/2007
Giardia	EPA 1623	Microbiology	NELAP	7/1/2007
Heterotrophic plate count	SM 9215 B	Microbiology	NELAP	7/1/2007
Total coliforms	SM 9223 B /QUANTI-TRAY	Microbiology	NELAP	7/1/2007

Clients and Customers are urged to verify the laboratory's current certification status with the Environmental Laboratory Certification Program.

Issue Date: 7/1/2009

Expiration Date: 6/30/2010



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
EHS11080

PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

616105215 800-723-4432  
 ANALYTICAL SERVICES INC  
 130 ALLEN BROOKE LANE  
 WILLISTON VT 05495

HEALTH AND HUMAN RESOURCES  
 WPH ENVIRO HLTH SERVICES  
 1350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/2010				

BID OPENING DATE: 12/08/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	600	EA	962-22			
<p>TO PROVIDE CRYPTOSPORIDIUM TESTING</p> <p>REQUEST FOR QUOTATION</p> <p>TO PROVIDE ASSISTANCE TO WATER SYSTEMS WITH THE FIRST ROUND OF CRYPTOSPORIDIUM TESTING TO IMPROVE TECHNICAL CAPABILITIES, PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD..... AND EXTENDS UNTIL MARCH 2012 OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>R. Anderson</i>	800 723 4432	07 DEC 2010	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
VP	030337234		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 EHS11080

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

616105215 800-723-4432  
 ANALYTICAL SERVICES INC  
 30 ALLEN BROOKE LANE  
 WILLISTON VT 05495

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/2010				

BID OPENING DATE: 12/08/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>R. Wagner</i>	TELEPHONE 800 723 4432	DATE 07 Dec 2010
TITLE <i>VP</i>	FEIN 030337234	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 EHS11080

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ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

616105215 800-723-4432  
 ANALYTICAL SERVICES INC  
 30 ALLEN BROOKE LANE  
 WILLISTON VT 05495

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 1350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/2010				

BID OPENING DATE: 12/08/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REV. 05/26/2009  INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 11/22/2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:  ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311  FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV  EXHIBIT 4  LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, ALL CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSA						

SIGNATURE <i>Roberta Wagner</i>		TELEPHONE 800 723 4432	DATE 07 Dec 2010
TITLE VP	FEIN 030337234	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 EHS11080

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 ROBERTA WAGNER  
 304-558-0067

616105215 800-723-4432  
 ANALYTICAL SERVICES INC  
 130 ALLEN BROOKE LANE  
 WILLISTON VT 05495

HEALTH AND HUMAN RESOURCES  
 W. V. STATE DEPARTMENT OF HEALTH  
 W. V. STATE DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES  
 1350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/2010				

BID OPENING DATE: 12/08/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88            PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE:  <a href="http://www.state.wv.us/admin/purchase/vrc/venpref.pdf">HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</a></p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Robert Wagner</i>	TELEPHONE 800 723 4432	DATE 07 Dec 2010
TITLE VP	FEIN 03083 7234	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 EHS11080

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 ROBERTA WAGNER  
 304-558-0067

\*616105215 800-723-4432  
 ANALYTICAL SERVICES INC  
 130 ALLEN BROOKE LANE  
 WILLSISTON VT 05495

HEALTH AND HUMAN RESOURCES  
 EPH ENVIRO HLTH SERVICES  
 350 CAPITOL STREET, ROOM 313  
 CHARLESTON, WV  
 25301-1757 304-558-8582

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/2010				

BID OPENING DATE: 12/08/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:-----RW/FILE 22----- RFQ. NO.:-----EHS11080----- BID OPENING DATE:-----12/8/2010----- BID OPENING TIME:-----1:30 PM-----  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: FAX 802 878 6765  CONTACT PERSON (PLEASE PRINT CLEARLY): PAV S WARDEN 800 - 723 - 4432 X15 pwarden@analyticalservices.com  ***** THIS IS THE END OF RFQ EHS11080 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Rob Wagner</i>	TELEPHONE 800-723-4432	DATE 07 Dec 2010
TITLE v.p.	FEIN 03037234	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

### SPECIFICATIONS

The State of West Virginia, Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) is seeking vendor quotations for conducting Cryptosporidium testing in compliance with Environmental Protection Agency (EPA) standards as required pursuant to the Long Term 2 (LT2) Rule. EPA is allowing set-aside funds to be used for the first round of Cryptosporidium testing and all testing must be completed by March 2012. The successful certified lab (s) will receive reimbursement for each Cryptosporidium test (including shipping costs and anything incidental for the provision of the tests) conducted on a qualified system. An award will be made up to the top ten (10) vendors with the lowest bids. Water systems will be notified of the programs as soon as it is approved by letter, telephone, or direct contact. Information regarding the LT2 Rule can be obtained at the following link: <http://water.epa.gov/lawsregs/rulesregs/sdwa/lt2/index.cfm>

START  
APRIL 2011?

### OEHS OBJECTIVE:

The Safe Drinking Water Act Amendments of 1996 (the Amendments) adopted significant changes in the Safe Drinking Water Act (SDWA). Of particular importance here, the Amendments require States to adopt and implement programs to ensure water systems have the capability to comply with existing and anticipated drinking water regulations. These new provisions, known as Capacity Development, mark the first time the Federal government has explicitly required States to take actions to ensure water systems will have the financial, technical and managerial resources required to provide safe and reliable water service to the public. Essentially, this capacity or capability will help assure better infrastructure stewardship.

### VENDOR REQUIREMENTS:

Vendor agrees to meet all requirements stated below:

- Vendor (s) shall be a lab approved by EPA to perform Cryptosporidium testing in compliance with EPA standards using EPA Method 1622 and/or EPA Method 1623, these methods can be found via the application process for the lab from EPA standards and provide results to water system via e-mail or mail, which is required to supply test results to OEHS. Once the invoice is received from the lab it will be compared to information on file for the water system to verify that the test was conducted in order to process payment.

### OEHS' CONTRIBUTION TO THE CONTRACT:

1. Provide the vendor (s) with a list of Community Water Systems, including Public Water System Identification number (PWSID), that the Vendor (s) is eligible to conduct the Cryptosporidium testing for and receive payment directly from the Bureau for Public Health.

**SCOPE OF WORK:**

When awarded:

Deliverable 1: Shall perform Cryptosporidium testing per EPA standards and provide results to water system within three (3) weeks. Results will be provided to the water system via e-mail or mail.

**VENDOR REGISTRATION:**

Vendor must be in good standing with the West Virginia Bureau for Employment Programs and be registered with the State of West Virginia, Division of Purchasing before a purchase order can be issued.

**LICENSE REQUIREMENTS:**

- Shall be in Workers Compensation compliance.
- Laboratories must be listed on the "EPA Laboratories Approved for the Analysis of Cryptosporidium Under the Safe Drinking Water Act" as detailed at the following link:

[http://www.epa.gov/ogwdw/disinfection/lt2/pdfs/labs\\_approval/list\\_lt2\\_approvedlabs.pdf](http://www.epa.gov/ogwdw/disinfection/lt2/pdfs/labs_approval/list_lt2_approvedlabs.pdf)

**INVOICES:**

Vendor shall invoice OEHS monthly in arrears for Cryptosporidium testing conducted on qualified water systems during the previous month. Invoices may not be submitted more than once monthly. Invoices must include the date of the test, the name and PWSID No. for the water system, the cost of the test (including shipping costs). Where applicable, pass through invoices for freight are required for reimbursement. All testing shall be completed by March 2012 and invoices for testing conducted after that date will not be eligible for payment.

COST SHEET FOR EHS11080

Item #	Apprx. Annual Usage QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL COST
1	600 EA	SHALL PERFORM CRYPTOSPORIDIUM TESTING PER EPA STANDARDS AND PROVIDE RESULTS TO WATER SYSTEM WITHIN THREE (3) WEEKS . RESULTS WILL BE PROVIDED TO THE WATER SYSTEM VIA E-MAIL OR MAIL, WHICH IS REQUIRED TO SUPPLY TEST RESULTS TO OEHS. ONCE THE INVOICE IS RECEIVED FROM THE LAB IT WILL BE COMPARED TO INFORMATION ON FILE FOR THE WATER SYSTEM TO VERIFY THAT THE TEST WAS CONDUCTED IN ORDER TO PROCESS PAYMENT	PLEASE SEE ADDENDUM # 1	
<b>TOTAL COST</b>				

Award will be made up to the ten (10) vendor (s) with the lowest overall cost who meets specifications. Vendor shall submit to OEHS an original itemized invoice monthly in the arrears for each month. Payment will be to EHS and made in arrears after receipt of each completed order. Orders will be placed on an as needed basis.

RFQ No. EHS11080

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: PAUL S. WARDEN of ANALYTICAL SERVICES, INC.

Authorized Signature: [Signature] Date: 06 Dec 2010

State of Vermont

County of Chittenden to-wit:

Taken, subscribed, and sworn to before me this 7 day of December, 2010

My Commission expires 2/10, 2011.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

[Signature]



# State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

N/A

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

N/A

- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

N/A

- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

N/A

- 4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

N/A

- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

N/A

- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: ANALYTICAL SERVICES, INC. Signed: [Signature]  
 Date: 07 Dec 2010 Title: V.P.

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.