



COUNTY OF MENDOCINO  
Executive Office  
Central Services Division

EB No. 17-81

CARMEL J. ANGELO  
CHIEF EXECUTIVE OFFICER  
PURCHASING AGENT

EXCEPTION TO COMPETITIVE BIDDING PROCESS

SOLE/SINGE SOURCE PURCHASING, AND DISCLOSURE STATEMENT

Request Date:	12/12/16	
Requesting Department:	Transportation	
Contact Name:	Amber Muñoz	
Contact No.	Email: munoza@co.mendocino.ca.us	Phone: 234-2838
Prior Sole Source Reference No.(s), if any:		
Description of purchase or service:	Laboratory Water & Gas Testing Services	
Requested Vendor:	Alpha Analytical Laboratories, Inc.	
Estimated Total Cost: (Attach all written quotations)	Fee for service based on attached price sheet Estimated total over 5 year period \$405,000	

OVERVIEW

State and local laws subject Mendocino County to competitive bidding rules. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification (carefully documented on an 'Exception to Bidding' form) explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. County employees who have a business relationship with or financial interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

Employees signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. County employees who have a business relationship with or financial interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Chief Executive Officer/Purchasing Agent or authorized designee will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

**Goods:** Departments must also note that the County must comply with competitive bidding on purchases of goods in the amount \$10,000 or more. This competitive bidding process is conducted solely by the Executive Office/Central Services Division.

**Services:** Departments shall obtain competitive bids for personal and professional services contracts over \$25,000. If a department holds a contract between \$10,000 and \$25,000 for up to three years, said department shall obtain competitive bids for that contract before beginning the fourth year of said contract.

INSTRUCTIONS:

- Complete all relevant information and sections within the form
- Provide full explanations, complete descriptions, and/or list all relevant reasons as requested
- Sign and date the form
- Improperly completed, and/or unsigned forms may be returned to the sender
- Submit completed form to the County Counsel. Following their review, County Counsel will forward to the Executive Office (for service related requests, submit prior to the initiation of the contract process; for the acquisition of goods/commodities, submit prior to the submission of a requisition)
- Reference Mendocino County Policy No. 1 and Executive Office's Competitive Procurement Guidelines

**Exception to Bidding Substantiation/Documentation****1. Select one of the following:**

- ☒ **Sole/single source procurement.** Sole Source is defined as a product or service which is practicably available only from one source. A single source is a source specifically selected amongst others, if any, due to specific reasons, i.e. replacement parts, compatibility, quality, service, support, etc.
- ☐ **Proprietary procurement.** A proprietary procurement restricts the product to that of one manufacturer. In such cases, the consideration of proposed equals is excluded. Competition may be obtained among the distributors which carry the specific product.

**2. Please check all applicable categories below and provide additional information where indicated to support the type of exception indicated in No. 1 above.**

- ☐ The requested product is an integral repair part or accessory compatible with existing equipment.  
Existing Equipment: \_\_\_\_\_  
Manufacturer/Model Number: \_\_\_\_\_  
Age: \_\_\_\_\_  
Current Estimated Value: \_\_\_\_\_
- ☐ The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- ☐ The County has standardized the requested product or service and the use of another brand/model would require considerable time and funding to evaluate.
- ☐ The requested product or service is one with which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- ☐ The requested product is used or demonstration equipment available at a lower-than-new cost.
- ☐ Repair/Maintenance service is available only from manufacturer or designated service representative.
- ☐ Upgrade to or enhancement of existing software is available only from manufacturer.
- ☒ Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.
- ☐ Other factors (provide detailed explanation and substantiation in No. 3 below).

**3. Provide a detailed explanation and pertinent documentation for each category checked in item 2 above. Attach additional sheets if necessary:**

In compliance with North Coast Regional Water Quality Control Board's Waste Discharge Requirement Orders and Industrial General Permit, Mendocino County Department of Transportation performs regular testing of ground water, surface water, storm water, leachate and gas from the County's 3 closed/inactive landfills. Under the California Environmental Laboratory Improvement Act, samples taken must be tested at a lab certified under the Environmental Laboratory Accreditation Program (ELAP) in order to meet regulatory requirements. Samples taken must be kept refrigerated and delivered directly to the lab as they are time and temperature sensitive. In Mendocino County, Alpha Analytical Laboratories is the only laboratory with the necessary ELAP certifications. The time and temperature sensitive nature of the samples make using an out-of-county laboratory unfeasible. Packing and shipping samples out-of-county is very costly and time consuming. Additionally, if samples are not received on time or are received at the incorrect temperature, they must be recollected by County staff, wasting valuable time and resources.

4. Was an evaluation of other equipment, products, or services performed? ☐ Yes ☒ No  
*If yes, please provide all supporting documentation, including copies of any quotes obtained, and an explanation below.*
- \_\_\_\_\_

5. List below the name of each individual who was involved in the evaluation, if conducted, and in making the recommendation to procure this product or service. Attach additional information, if necessary. Each individual must submit a completed and signed Disclosure Statement (attached).

Amber Munoz  
Geoff Brunet

\_\_\_\_\_

6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.



Signature

12/12/16

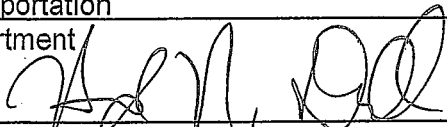
Date

Amber Munoz

Printed Name

Transportation

Department



Department Head Signature

/

Date

Deputy Director

Title

Howard N. Dashiell

Printed Name

**EXECUTIVE OFFICE/CENTRAL SERVICES REVIEW**☒ APPROVED / ☐ DENIED:

12/14/16

County Counsel


/

Date

☒ APPROVED / ☐ DENIED:

Buyer Approval

Date



12/21/16

Executive Office/Purchasing Agent Approval

/

Date

**Comments:**

---

---

---

---

---

DISCLOSURE STATEMENT TO ACCOMPANY  
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS

Each individual involved in evaluating and/or in making a recommendation to purchase must complete, sign, and submit a Disclosure Statement with the applicable Purchase Requisition. Filing an annual statement of economic interest does not exempt an employee from this requirement. (Attach additional information if necessary.)

1. Please list any income or gifts you received from this company during the past 12 months:

None

2. Please list any financial interests (stocks, shares, investments, etc.) you have in this company:

None

3. Do you have any other type of business relationship with this company?

No

4. To the best of your knowledge, does any member of your departmental staff have a business relationship with this company?

No

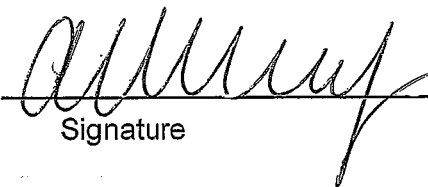
5. Do you or any of your near relatives have any financial interest in this company?

No

6. Please provide any additional information you believe should be disclosed at this time:

None

7. I certify that the above information is true:

  
Signature

Amber Munoz

Printed Name

12/12/16

Date

Deputy Director

Title

**DISCLOSURE STATEMENT TO ACCOMPANY  
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

**Each individual involved in evaluating and/or in making a recommendation to purchase must complete, sign, and submit a Disclosure Statement with the applicable Purchase Requisition. Filing an annual statement of economic interest does not exempt an employee from this requirement. (Attach additional information if necessary.)**

1. Please list any income or gifts you received from this company during the past 12 months:

none

2. Please list any financial interests (stocks, shares, investments, etc.) you have in this company:

none

3. Do you have any other type of business relationship with this company?

no

4. To the best of your knowledge, does any member of your departmental staff have a business relationship with this company?

no

5. Do you or any of your near relatives have any financial interest in this company?

no

6. Please provide any additional information you believe should be disclosed at this time:

N/A

7. I certify that the above information is true:



Signature

Geoff Brunet

Printed Name

12/12/16

Date

Civil Engineer

Title



Alpha Analytical Laboratories Inc.

e-mail: [clientservices@alpha-labs.com](mailto:clientservices@alpha-labs.com)

### Analytical Services Quotation

Contact: Dwayne Boggs  
Client: Mendocino Co. Solid Waste Division  
Address: 340 Lake Mendocino Dr.  
Ukiah CA, 95482  
Phone: (707) 463-4363  
Project: 1\_2017 Master Price Sheet

Quoted: 12/9/2016  
Effective: 01/01/17  
Expires: 12/01/17

### Pricing Summary

Parameter	Method	Quantity	TAT (days)	Unit Price	Extended Price
<b>Water</b>					
27 Metals Dissolved	varies	1	10	\$165.00	\$165.00
27 Metals in Water	varies	1	10	\$165.00	\$165.00
524.2 Volatiles	EPA 524.2	1	10	\$155.00	\$155.00
604 Phenols by 625	EPA 625	1	10	\$175.00	\$175.00
608 Pest/PCB	EPA 608	1	10	\$155.00	\$155.00
64449 A&B Secondary Stds	varies	1	10	\$390.00	\$390.00
8151 Herbicides Water	EPA 8151A	1	10	\$155.00	\$155.00
8240 Volatiles	EPA 8260B	1	10	\$155.00	\$155.00
8260 Appendix I	EPA 8260B	1	10	\$200.00	\$200.00
8260B Full List	EPA 8260B	1	10	\$155.00	\$155.00
8270 Regular List	EPA 8270C	1	10	\$275.00	\$275.00
8315A Formaldehyde	EPA 8315A	1	10	\$350.00	\$350.00
Al Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Al Total ICP 6010A	EPA 6010B	1	10	\$18.00	\$18.00
Alkalinity 2320B	SM2320B	1	10	\$20.00	\$20.00
Ammonia as N	SM4500NH3C	1	10	\$50.00	\$50.00
Anions, Total	SM1030E	1	10	\$18.00	\$18.00
As SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Bicarbonate Alkalinity 2320B	SM2320B	1	10	\$20.00	\$20.00
BOD-SM5210B	SM5210B	1	10	\$30.00	\$30.00
BOD-SM5210B	SM5210B	1	10	\$30.00	\$30.00
CAM 17 TTLC Water	varies	1	10	\$165.00	\$165.00
Cations, Total	SM1030E	1	10	\$15.00	\$15.00
Cd SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Chloride 300.0	EPA 300.0	1	10	\$18.00	\$18.00
CN Low Level 5ppb	10-204-00-1-X	1	10	\$80.00	\$80.00
COD-SM5220D	SM5220D	1	10	\$28.00	\$28.00

Corporate: 208 Mason St., Ukiah, CA 95482 • Phone: (707) 468-0401 • Fax: (707) 468-5267  
Bay Area: 6398 Dougherty Rd., Suite 35, Dublin, CA 94568 • Phone: (925) 828-6226 • Fax: (925) 828-6309  
Central Valley: 9090 Union Park Way, Suite 113, Elk Grove, CA 95624 • Phone: (916) 686-5190 • Fax: (916) 686-5192



Alpha Analytical Laboratories Inc.

e-mail: [clientservices@alpha-labs.com](mailto:clientservices@alpha-labs.com)

### Analytical Services Quotation

Contact: Dwayne Boggs  
Client: Mendocino Co. Solid Waste Division  
Address: 340 Lake Mendocino Dr.  
Ukiah CA, 95482  
Phone: (707) 463-4363  
Project: 1\_2017 Master Price Sheet

Quoted: 12/9/2016  
Effective: 01/01/17  
Expires: 12/01/17

### Pricing Summary

Parameter	Method	Quantity	TAT (days)	Unit Price	Extended Price
Conductivity-120.1	SM2510B	1	10	\$12.00	\$12.00
Cu SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Cu Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Cu Total ICP 6010A	EPA 6010B	1	10	\$18.00	\$18.00
Cyanide, Total	10-204-00-1X	1	10	\$80.00	\$80.00
Digest-Metals	-	1	10	\$10.00	\$10.00
Fe Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Fe Total ICP 6010A	EPA 6010B	1	10	\$18.00	\$18.00
Filtration	-	1	10	\$15.00	\$15.00
Fluoride 300.0	EPA 300.0	1	10	\$30.00	\$30.00
GeoTracker EDT	-	1	10	\$50.00	\$50.00
Handling & Disposal	-	1	10	\$4.00	\$4.00
Hardness, Total	varies	1	10	\$65.00	\$65.00
Hg LL CVAA Total 245.1	EPA 245.1	1	10	\$55.00	\$55.00
J flag Report Charge	-	1	10	\$10.00	\$10.00
Mg Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Mn Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Mn Total ICP 6010A	EPA 6010B	1	10	\$18.00	\$18.00
Ni SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Nitrate as N 300.0	EPA 300.0	1	10	\$20.00	\$20.00
Nitrite as N 300.0	EPA 300.0	1	10	\$20.00	\$20.00
NO2+NO3 as N SM4500-NO3 E	SM4500-NO3 E	1	10	\$55.00	\$55.00
O&G (HEM)	EPA 1664A	1	10	\$65.00	\$65.00
Orthophosphate 300.0	EPA 300.0	1	10	\$30.00	\$30.00
Pb SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Pb Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Perchlorate & Conductivity	varies	1	10	\$125.00	\$125.00
pH by SM4500-H+ B	SM4500-H+ B	1	10	\$8.00	\$8.00

Corporate: 208 Mason St., Ukiah, CA 95482 • Phone: (707) 468-0401 • Fax: (707) 468-5267  
Bay Area: 6398 Dougherty Rd., Suite 35, Dublin, CA 94568 • Phone: (925) 828-6226 • Fax: (925) 828-6309  
Central Valley: 9090 Union Park Way, Suite 113, Elk Grove, CA 95624 • Phone: (916) 686-5190 • Fax: (916) 686-5192



Alpha Analytical Laboratories Inc.

e-mail: clientservices@alpha-labs.com

### Analytical Services Quotation

**Contact:** Dwayne Boggs  
**Client:** Mendocino Co. Solid Waste Division  
**Address:** 340 Lake Mendocino Dr.  
 Ukiah CA, 95482  
**Phone:** (707) 463-4363  
**Project:** 1\_2017 Master Price Sheet

**Quoted:** 12/9/2016  
**Effective:** 01/01/17  
**Expires:** 12/01/17

### Pricing Summary

Parameter	Method	Quantity	TAT (days)	Unit Price	Extended Price
pH Field	SM4500-H+ B	1	10	\$8.00	\$8.00
pH SW Field Strip	pH Strip	1	10	\$8.00	\$8.00
pH water 150.1	SM4500-H+ B	1	10	\$8.00	\$8.00
Phosphorus-SM4500	SM4500-P E	1	10	\$60.00	\$60.00
Se SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Solids, TDS-SM2540C	SM2540C	1	10	\$20.00	\$20.00
Solids, TSS-SM2540D	SM2540D	1	10	\$20.00	\$20.00
Solids, TSS-SM2540D	SM2540D	1	10	\$20.00	\$20.00
Standard Mineral	varies	1	10	\$145.00	\$145.00
Storm Water Group Analyses	varies	1	10	\$195.00	\$195.00
Sulfate 300.0	EPA 300.0	1	10	\$20.00	\$20.00
Sulfide	SM4500SD	1	10	\$60.00	\$60.00
Tan/Lig-SM5550B	SM5550B	1	10	\$30.00	\$30.00
TOC-SM5310 Water	SM5310C	1	10	\$60.00	\$60.00
Total Kjeldahl Nitrogen	SM4500-Norg B	1	10	\$60.00	\$60.00
Total Recoverable Petroleum Hydrocarbons	EPA 418.1	1	10	\$55.00	\$55.00
TOX-9020	EPA 9020B	1	10	\$295.00	\$295.00
TPH D	8015DRO	1	10	\$65.00	\$65.00
TPH D/MO	8015DRO	1	10	\$65.00	\$65.00
TPH D/MO	8015DRO	1	10	\$65.00	\$65.00
TPH G 8260	8260GRO	1	10	\$55.00	\$55.00
TPH G/BTEX 8260	varies	1	10	\$55.00	\$55.00
Turbidity-180.1	SM2130B	1	10	\$10.00	\$10.00
Zn SW ICP/MS 200.8	EPA 200.8	1	10	\$20.00	\$20.00
Zn Total ICP 200.7	EPA 200.7	1	10	\$18.00	\$18.00
Zn Total ICP 6010A	EPA 6010B	1	10	\$18.00	\$18.00

Corporate: 208 Mason St., Ukiah, CA 95482 • Phone: (707) 468-0401 • Fax: (707) 468-5267

Bay Area: 6398 Dougherty Rd., Suite 35, Dublin, CA 94568 • Phone: (925) 828-6226 • Fax: (925) 828-6309

Central Valley: 9090 Union Park Way, Suite 113, Elk Grove, CA 95624 • Phone: (916) 686-5190 • Fax: (916) 686-5192



*alpha*

Alpha Analytical Laboratories Inc.

e-mail: [clientservices@alpha-labs.com](mailto:clientservices@alpha-labs.com)

### Analytical Services Quotation

**Contact:** Dwayne Boggs  
**Client:** Mendocino Co. Solid Waste Division  
**Address:** 340 Lake Mendocino Dr.  
Ukiah CA, 95482  
**Phone:** (707) 463-4363  
**Project:** 1\_2017 Master Price Sheet

**Quoted:** 12/9/2016  
**Effective:** 01/01/17  
**Expires:** 12/01/17

<b>Bid Total:</b>	<b>\$5,358.00</b>
-------------------	-------------------

Robbie Phillips  
Project Manager

### Alpha Analytical Lab Services Estimate

2012 Total	\$69,429
2013 Total	\$70,336
2014 Total	\$55,082
2015 Total	\$63,047
2016 Estimated Total	<u>\$110,000</u> (Includes 5 Year COC Sampling)
5 Year Total	\$367,894
Plus 10% Increase Cost	<u>\$36,789</u>
<b>Total 5 Year Estimate</b>	<b>\$404,684</b>
Annual Average	\$80,936.74