



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into a service contract with Meritech, Inc. and Pace Analytical (RFP 19-0025) to provide laboratory services for the Triangle Wastewater Treatment Plant (TWWTP) and Rougemont Water System for the upcoming fiscal year in the amounts listed below, subject to budget availability. The initial terms of the contracts will be from July 1, 2019 through June 30, 2020; with the option to renew by the County for four (4) successive one (1) year periods, under the same terms and conditions.

- a) \$80,048.00 with Meritech, Inc. for Triangle Wastewater Treatment Plant laboratory services, and sampling and laboratory services as required for the industrial pretreatment program, not to exceed \$85,000; and
- b) \$3,435.61 with Pace Analytical for Rougemont Water System laboratory services, not to exceed \$4,000.

**Background/Justification**

Durham County is required by the National Pollutant Discharge Elimination System (NPDES) permit (NC0026051) and the Public Water Section permit (NC4032018) to sample and analyze for specific parameters at required frequencies for compliance. Durham County issued a Request for Proposal (RFP 19-025) which was mailed to interested vendors, advertised in local newspapers, and published on the Durham County eBid website. Two proposals were received on March 19, 2019.

An evaluation based on price, approach/methodology, experience, qualifications, history/background, references, litigation/conflict of interest, and compliance with the Durham County MWBE requirements was completed by a review team. Based on their review, issuing two contracts for two subparts of laboratory services was determined to be the best alternative.

**Policy Impact**

This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity,” as this project will ensure sampling compliance with current permits and results will confirm we are operating in a manner that is protecting the environment. No additional policy impacts are expected.

**Procurement Background**

**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☒ No ☐**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*



**Durham County Government**  
**Agenda Action Form Supplemental Document – Contract Approval**

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*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*   
If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

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**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐**

If no, why?

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**Fiscal Impact**

The costs associated with the laboratory services contracts should not exceed \$84,000 per year. The costs will be funded from the Enterprise Fund's operating budget.

**Recommendation**

The County Manager recommends the Board to authorize the County Manager to enter into a service contract with Meritech, Inc. and Pace Analytical (RFP 19-0025) to provide laboratory services for the Triangle Wastewater Treatment Plant (TWWTP) and Rougemont Water System for the upcoming fiscal year in the amounts listed below, subject to budget availability. The initial terms of the contracts will be from July 1, 2019 through June 30, 2020; with the option to renew by the County for four (4) successive one (1) year periods, under the same terms and conditions.

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