



**City Of Hammond
Purchasing Department**

RFP #26-14

Contract Laboratory Services
Sealed Proposals Shall Be Received by the Purchasing Department,

**City of Hammond
310 East Charles Street
Hammond, Louisiana 70404-2788
Until**

10:00 A.M. March 10, 2026

**Proposals shall be accepted only on the RFP forms furnished by the City of
Hammond Purchasing Department.**

Any technical questions on Specifications should be addressed to

Nathan Levy

Nathan.Levy@lionenvironmental-llc.com

**For Additional Information or Questions, Contact:
Jana Thurman – Purchasing Director
purchasing@hammond.org**

This is the Proposal of:

Date: _____

Company: _____

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

1.0 Scope

The overall scope of this Request for Proposal (RFP) is to provide the City of Hammond with a cost-effective solution to compliance with their NPDES Permit. This includes but is not limited to sample pickup five days a week (including holidays) of that have been collected by Hammond Staff. Samples are to be analyzed by a Louisiana accredited laboratory directly by Louisiana Environmental Lab Accreditation Program (LELAP) or The Nelac Institute (TNI.) Reports and Invoices are to be delivered electronically by email in a timely manner. Specifications are detailed in Section 2.

2.0 Specifications

2.1 Bottles are to be provided with a label prefilled out with site name, testing needed from bottle, and any chemical preservatives. When more than one bottle is required, group of bottles for a unique site shall be placed in a Ziplock or equivalent bag.

2.2 Prefilled out Chain of Custody (COC) must be provided with each group of bottles and inserted into bag.

2.3. Sample pickup must occur Monday, Tuesday, Wednesday, Thursday, and Friday at approximately 11 am. Courier will be responsible for making sure that all samples transferred are documented on the COC. Legal transfer of custody must be fully filled out on COC. A copy of the fully signed COC must be made on site (Hammond copy machine) prior to leaving the facility. If the pickup schedule is to be modified by contactor a phone call will be required to one or more on the provided call listing.

2.4 Sample pickup will be required on Holidays falling on the Monday, Tuesday, Wednesday, Thursday, and Friday schedule unless other arrangements are made with Hammond Staff in advance by email.

2.4 Sample analyses must be performed within the current regulatory guidelines for Holding Time (HT), Method Update Rule (MUR), and EPA Reference Method (RM). Reporting Limits (RL) of no more than 10% of the NPDES Permit limit is needed.

2.5 In the event that one or more of the requirements of 2.4 cannot be met, Hammond Staff must be notified so that resampling can be accomplished if required. Contractor acknowledges resampling pickup and analyses due to laboratory noncompliance with section 2.4 will be done at no additional charge to the City of Hammond even if it involves weekend or holidays.

2.6 Final Reports should be received by email no later than 10 days after sampling collection. A process must be in place to notify Hammond Staff when results exceed limits set by Hammond staff. Final Report is defined as a pdf and excel file emailed to a list provided by Hammond.

2.7 All invoices must include a Purchase Order (PO) number provided by Hammond. Hammond will issue one PO for most of the samples that are submitted in a given week. PO will be clearly indicated on each COC. One invoice is required weekly for these samples.

2.8 Miscellaneous sample submissions will occur during each month that will have a PO unique for the testing required. A unique invoice should be created once the Final Report is issued utilizing that unique PO.

2.9 Any subcontractor utilized in this RFP must be identified with Full Name, Location, and work to be performed. Subcontracted samples are to be analyzed by a Louisiana accredited laboratory directly by LELAP or TNI.

2.10 The quarterly Acute Toxicity must be collected by the contractor as two back-to-back 24-hour composites. Battery powered Composite Samplers will be allowed.

2.11 A secure web-based data system must be in place to allow registered users to access and retrieve lab reports, invoices and other documents. System must allow creation of excel files covering monthly and yearly periods of time. System must retain access to aforementioned files for a period of not less than five years.

2.12 An optional narrative may be included highlighting the qualifications, experience, and logistical detail on how the requirements of the RFP will be accomplished. Narrative should include proposed alternative methods if any. Narrative should include complete listing of Reporting Limits for each parameter in quote sheet. If submitted, the narrative content will be included in the evaluation of the RFP.

2.13 A copy of the submitting laboratory's signed accreditation certificate must be submitted with proposal. A copy of the signed accreditation certificate for any subcontracting laboratory identified in section 2.9 must be submitted with proposal.

3. Contract Term

The term of this contract shall be for the period starting April 1, 2026 – April 30, 2027. At the option of the City of Hammond and acceptance by the supplier, this contract may be extended for two (2) additional twelve (12) month periods at the terms and conditions. Contract is not to exceed thirty-six (36) months.

Instructions to proposers

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.

The RFP number, Proposers name, address, Contractor Accreditation Number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered mailed or electronically submitted through bid express.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and

subject to rejection. The RFP, including the specifications and acknowledgement of addenda issued shall be submitted to the Purchasing Department as THE RFP.

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive.

All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Worker's Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have

been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,

List by date and Addendum
number _____

Proposal Amount

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 26-14 Specifications for the sum indicated:

The attached sheet *City of Hammond 2026 Lab Request for Quotation* indicating frequency and analytical requirements must be filled out and submitted with this RFP.

Signature of Proposer _____

Name of Company _____ **Date** _____

The above signature on this sealed Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Proposal.

City of Hammond 2026 Lab Request for Quotation

Frequency	Site	Number of Samples Submitted	Parameter	Unit Price	Method	Reporting Limit
Daily Effluent	Effluent	1 per day	BOD			
Submitted Monday, Tuesday	Effluent	1 per day	TSS			
Wednesday, Thursday and Friday	Effluent	1 per day	Fecal Coliform			
Weekly Influent	Influent	1 per Week	BOD			
Submitted Weekly	Influent	1 per Week	TSS			
Quarterly Nutrients	Effluent	1 per Quarter	TKN			
	Effluent	1 per Quarter	Total Phosphorous			
	Effluent	1 per Quarter	Nitrate+Nitrite			
Monthly LL Hg	Effluent	1 per Month	Low Level Mercury 1631			
	Field Blank	1 per Month	Low Level Mercury 1631			
Collected by Hammond Staff--Picked up by lab on daily schedule						
SemiAnnual Metals	Effluent	1 per half year	Metals list by 200.8: As, Cd,Cr,Pb,Ni,Se,Ag,Zn Only			list at bottom
Quarterly Toxicity	Effluent	1 per Quarter	Acute Toxicity			Not Applicable
			Composite Sampling Services per Section 2.10 of Specifications			Not Applicable
Monthly Metals	Effluent	1 per Month	Metals-Copper 200.7 or 200.8			
	Influent	1 per Month	Metals-Copper 200.7 or 200.8			
	Influent	1 per Month	Mercury by EPA 254.2			
	Lift Stations (2 sites)	2 per month	Mercury by EPA 254.2			
Weekly Mercury	Influent	3 per month	Mercury by EPA 254.2			
	Lift Stations (2 sites)	6 per month	Mercury by EPA 254.2			
Quarterly Mercury	Lift Stations (9 sites)	1 per Quarter	Mercury by EPA 254.2			
Quarterly Stormwater	Stormwater	1 per Quarter	BOD			
	Stormwater	1 per Quarter	COD			
	Stormwater	1 per Quarter	TSS			
	Stormwater	1 per Quarter	Fecal Coliform			
	Stormwater	1 per Quarter	Turbidity			
	Stormwater	1 per Quarter	Fecal Coliform			
Annual Stormwater	Stormwater	1 per Year	VOCs			
	Stormwater	1 per Year	SVOCs			
	Stormwater	1 per Year	Pesticides/PCBs			
	Stormwater	1 per Year	Herbicides			
	Stormwater	1 per Year	Metals (ICP) + Mercury 245.2			list at bottom
	Stormwater	1 per Year	Cyanide			
	Stormwater	1 per Year	Phenol			
Miscellaneous not listed (please define) _____						
Miscellaneous not listed (please define) _____						

Metals	Reporting Limits	Method
Antimony		
Arsenic		
Beryllium		
Cadmium		
Chromium		
Copper		
Lead		
Mercury		
Nicel		
Selenium		
Silver		
Thalium		
Zinc		