

## MEMORANDUM

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September 14, 2020

**TO:** Honorable Mayor and City Commission

**VIA:** James Slaton, Interim City Manager

**FROM:** Sarah B. Kirkland, Utilities Director

**SUBJECT:** Award of Bid to Benchmark Enviroanalytical Inc. for Laboratory Analysis Services

**SYNOPSIS:** Staff recommends commission approve the award of bid for the lab services annual contract to Benchmark Enviroanalytical, Inc.

### STAFF RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the Award of Bid for Laboratory Services to Benchmark Enviroanalytical Inc.
2. Authorize the Interim City Manager to execute the appropriate documents, on the City's behalf in regards to this service.

### BACKGROUND

The City of Lake Wales' Water and Wastewater Divisions are required by the Department of Environmental Protection Agency and the Florida Department of Environmental Regulation to routinely monitor and sample the water and solid residuals throughout the various stages of their respective treatment processes. The majority of these samples must be submitted to a laboratory certified by the State of Florida for analysis and reporting purposes to ensure that proper treatment is taking place and that compliance parameters are being met.

Staff posted a request for bid for laboratory services on August 21, 2020 with a bid open date of September 9, 2020. There were five responsive bidders, to which Benchmark Enviroanalytical Inc. was the responsive low bidder. Staff is recommending the City Commission approve entering into an annual contract for these services. The award of bid for lab services is being recommended to be awarded to Benchmark Enviroanalytical, Inc.

### OPTIONS

None. This testing is a requirement per the Florida Department of Environmental Protection and Department of Environmental Regulation.

### FISCAL IMPACT

Both water and waste water have need to use lab services. Both divisions have budgeted monies in its respective budgets to cover the cost of testing in the FY20'21 budget year.

### ATTACHMENTS

Benchmark Enviroanalytical, Inc. services contract  
Bid Evaluation Tab #20-476  
Benchmark Enviroanalytical, Inc. Bid Packet