



St. Johns River

Water Management District

Ann B. Shortelle, Ph.D., Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500
On the Internet at www.sjrwmd.com.

July 22, 2021

To: Interested Firms

Re: Quote Request 37018, Contract Laboratory Services

Please email response to sashby@sjrwmd.com

The St. Johns River Water Management District (District) desires to enter into a contract to procure the services of a laboratory that is certified and qualified to perform specified water analyses on groundwater and surface water samples. The District anticipates awarding a second contract to an additional laboratory that is certified and qualified to perform specified water analyses on groundwater and surface water samples when the primary laboratory is unable to provide services in a timely manner due to workload. The contract(s) will be work order based. Respondents' laboratory must be located **within 200 miles** of the District headquarters in Palatka, Florida. The laboratory address must be the primary location where analyses will be performed.

Respondent's quotation must provide the District with the forms and information required in the following pages.

If you are interested in this performing these services, email your quote, with all required pages, in PDF format, by **2:00 p.m. on Thursday, August 19, 2021** to Sherrie Ashby at sashby@sjrwmd.com. If the files are too large to send in one pdf, you may submit multiple emails stating what forms are included in the attached PDFs. **The emails must include Quote 37018 in the subject line.**

If you need assistance or have any questions about submitting your quote, please email or call Sherrie Ashby (the "Procurement Specialist") at sashby@sjrwmd.com or 386-643-1850, respectively. Between the release of this quote request and the posting of the notice of intended decision, Respondents to this quote request or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this solicitation, except the procurement employee listed above. Violation of this provision is grounds for rejecting a response.

A copy of the package is also available in Microsoft Word® form to assist you with your submittal.

This will be a one year contract that may be renewed for two additional 12-month terms. The not-to-exceed budget for all analyses related to this work in fiscal year 2021-2022, October 1, 2021 through September 30, 2022, is \$90,000. Respondents are cautioned to not make any assumptions from the budget estimate as to the total funds available for the Work. The Successful Respondent(s) will be required to hold costs firm through the initial period and both renewals. No cost escalation will be permitted during this time.

This letter is forwarded to you as an offer to provide a quotation based on the information and requirements provided herein, including the technical requirements stated in the attached SOW (Attachment A). Insurance requirements are provided in Attachment B.

The quotation shall include all costs associated with the services to be provided to the District for groundwater and surface water sample analysis.

Once quotes are received, District staff will review each and may contact the various respondents for further clarification if needed. Staff anticipates entering into a contract(s) by October 1, 2021.

The District was created by and is subject to the laws of Florida. The Agreement for this solicitation shall be subject to Florida Statutes, including but not limited to, Florida's Statutes addressing invoicing and payment, public records, the procedures and limited waiver of sovereign immunity set forth in §768.28 Fla. Stat., cancellation, lobbying, funding of the Agreement, audits, and annual appropriations. The District is a political subdivision of the state of Florida, whose boundaries cover all or portions of 18 counties, and is tax exempt (Tax ID No. 85-8012643710C-3; expires March 31, 2023).

1. Opening of Quotes

- a. The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts sealed quotes from inspection and copying until such time as the District provides notice of an intended decision pursuant to §120.57(3)(a), Fla. Stat., or until 30 days after opening of quotes, whichever is earlier. This exemption is not waived by the public opening of quotes.
- b. Unless otherwise exempt, Respondent's quote is a public record that is subject to disclosure upon expiration of the above exemption. If any information submitted with the Quote is a trade secret as defined in §812.081, Fla. Stat., and exempt from disclosure pursuant to §815.04, Fla. Stat., Respondent must clearly identify any such material as "CONFIDENTIAL TRADE SECRET" in its submittal and explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a submittal for excessive or unwarranted assertion of trade secret confidentiality and return the submittal to Respondent.
- c. Respondents shall bear all costs associated with preparing and submitting responses to this Quote Request. The District will, in no way, be responsible for these costs, regardless of the conduct or outcome.

2. Inquiries and Addenda

- a. District staff are not authorized to orally interpret the meaning of the Quote Request package, or correct any apparent ambiguity, inconsistency, or error therein. In order to be binding upon the District, the interpretation or correction must be given by the Procurement Specialist and must be in writing. The Procurement Specialist may orally explain the District's procedures and assist Respondents in referring to any applicable provision in the Quote Request documents, but the Respondent is ultimately responsible for submitting the quote in the appropriate form and in accordance with written procedures.
- b. Every request for a written interpretation or correction must be received at least nine days prior to opening of quotes in order to be considered. Requests must be submitted by email to the Procurement Specialist at sashby@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by Onvia DemandStar to all prospective Respondents (at the respective addresses furnished for such purposes) not later than five days prior to the date fixed for the Quote Request opening.
- c. Submission of a quote constitutes acknowledgment of receipt of all addenda. Quotes will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondent from any and all obligations under the quote, as submitted. All addenda become part of the Agreement.

3. Award Procedures

- a. The Agreement(s) will be awarded to the lowest responsive, responsible Respondent(s), being the Respondent(s) with the lowest Total Quote Cost, as described in Form 13, Cost Schedule, who demonstrate, in accordance with the requirements of the quote documents, a verifiable history of the skill, ability, integrity, and reliability necessary for the faithful performance of the Agreement (the

“Successful Respondents”). The Agreement may be modified based on the District’s acceptance of any alternatives listed in the quote that the District deems in its best interest.

- b. Section 286.0113, Fla. Stat., exempts from being open to the public, any portion of a meeting at which: (1) a negotiation with a Respondent is conducted pursuant to a competitive solicitation; (2) a Respondent makes an oral presentation as part of a competitive solicitation; (3) a Respondent answers questions as part of a competitive solicitation; or (4) negotiation strategies are discussed. Also, recordings of, and any records presented at, the exempt meeting are exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision or until 30 days after opening the Quotes or final replies, whichever occurs earlier. A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record.
- c. Pursuant to §286.0113 Fla. Stat., if the District rejects all quotes and concurrently provides notice of its intent to reissue the competitive solicitation, the recording and any records presented at any exempt meeting shall remain exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation or until the District withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial District notice rejecting all quotes.
- d. The District staff will examine the quotes to determine completeness. Obvious mismatches with regard to technical or commercial requirements will be rejected at this time.
- e. If two or more quotes are equal in all respects, the Agreement will be awarded as follows: (1) to the Respondent that certifies compliance with §287.087, Fla. Stat., via the Drug-Free Workplace Form; or (2) by lot.
- f. In the event the Successful Respondent(s) fail to enter into the Agreement or the Agreement with said Respondent is terminated within 90 days of the effective date, the District reserves the right to negotiate with the other respondents in ranked order, if available, and award an Agreement.
- g. All Respondents will be notified of the District’s intent to award or decision to award the Agreement. For the purpose of filing a protest under §120.57(3), Fla. Stat., the time period will commence as provided in “Notices and Services Thereof.”

4. Disqualification of Respondents

Any of the following causes will be considered as sufficient grounds for disqualification of a Respondent and rejection of the Quote:

- a. Contacting a District employee or officer other than Sherrie Ashby, the procurement specialist assigned to this solicitation action, about any aspect of this Quote Request before the notice of intended decision is posted.
- b. Submission of more than one quote response for the same subject matter by an individual, firm, partnership, or corporation under the same or different names.
- c. Evidence of collusion among Respondents.
- d. Submission of materially false information with the Quote.
- e. Information gained through checking of references or other sources which indicates that Respondent may not successfully perform the Work.
- f. Respondent is failing to adequately perform on any existing contract with the District.
- g. Respondent has defaulted on a previous contract with the District.
- h. The evidence submitted by Respondent, or the District’s investigation of Respondent, fails to satisfy the District that Respondent is properly qualified to carry out the obligations of the Agreement in a manner acceptable to the District and within the time period specified.

- i. Any other cause that is sufficient to raise doubt regarding the ability of a Respondent to perform the Work in a manner that meets the District's objectives for the Work.

5. Rejection of Quote

- a. Quotes must be emailed to the Procurement Specialist, Sherrie Ashby, at sashby@sjrwmd.com, and received during the time specified on page 1 in order to be considered timely. Untimely quotes will not be considered. Quotes will be considered irregular and may be rejected if they show material omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate quotes, or other material irregularities. The District may consider incomplete any quote not prepared and submitted in accordance with the provisions specified herein and reserves the right to waive any minor deviations or irregularities in an otherwise valid Quote.
- b. The District also reserves the right to reject all quotes when it determines, in its sole judgment and discretion that, it is not in its best interest to award the agreement.

6. Diversity

The District is committed to the opportunity for diversity in the award and performance of all procurement activities. The District encourages its primary respondents to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as second and lower tier participants. The District will assist Respondents by sharing information on W/MBEs to encourage their participation.

7. Public Entity Crimes/Discriminatory Vendors

In accordance with §287.133 and §287.134, Fla. Stat., a person or affiliate who has been placed on the convicted or discriminatory vendor lists following a conviction for a public entity crime or placement on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017 for CATEGORY TWO (\$35,000) for a period of 36 months following the date of being placed on the convicted or discriminatory vendor lists.

8. Notices and Services Thereof

- a. The District will publish notice of specifications and criteria, including addenda, intended agency decisions, or other matters pertinent to this solicitation on Onvia DemandStar at *DemandStar.com*. Onvia DemandStar may also be accessed through the District's website at *sjrwmd.com*. In addition, the District will post notices of intended agency decisions at the District's headquarters, 4049 Reid Street, Palatka, Florida, Administration Building, Procurement Bulletin Board, on the date the publication is posted on Onvia DemandStar.
- b. Notices that are posted on Onvia DemandStar are deemed received at 8:00 a.m. on the next business day following the date posted. Notices that are posted at the District's Procurement Bulletin Board are deemed received at 8:00 a.m. on the next business day following the date of posting. Notices will be posted for a minimum of 72 hours following the time at which they are deemed received. The time period for filing a Notice of Protest pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, commences at the time notices are deemed received.
- c. As a courtesy to Respondents, the District may send copies of the notices of intended agency decisions via email or facsimile to the address or phone number provided by Respondent. These courtesy communications neither constitute official notice nor vary the times of receipt set forth above.

9 Protest Procedures

- a. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by the procurement methodology described herein, or the specifications or criteria, including addenda, must file a Notice of Protest within 72 hours after receipt of the solicitation documents or addenda.
- b. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by a District decision or intended decision to award a contract, or to reject all responses must file a Notice of Protest within 72 hours after receipt of the decision or intended decision. Pursuant to §287.042(2)(c), Fla. Stat., any person who files an action protesting the decision or intended decision must post with the District Clerk at the time of filing the formal written protest a bond, cashier's check, or money order made payable to the St. Johns River Water Management District in an amount equal to one percent of the District's estimated contract amount.
- c. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.004, Fla. Admin. Code, the protester must also file with the District Clerk a Formal Written Protest within ten days after the date the Notice of Protest is filed with the District. The Formal Written Protest must state with particularity the facts and law upon which the protest is based.
- d. No additional time will be added for mailing. All filings must comply with Rule 28-106.104, Fla. Admin. Code, and must be addressed to and received by the District Clerk at the District Headquarters in Palatka, Florida within the prescribed time periods. The District will not accept as filed any electronically transmitted facsimile pleadings, petitions, Notice of Protest or other documents. Failure to file a protest within the time prescribed in §120.57(3), Fla. Stat., or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under chapter 120, Fla. Stat. Mediation under §120.573, Fla. Stat., is not available.

10. Responses

The District invites interested parties that meet the minimum qualifications contained herein to submit quotes regarding their products and related service offerings.

In the event you decline to submit a quote, the District would appreciate submittal of the "No Response Form" provided at the end of the "FORMS" section to describe the reason for not submitting a quote. If the pdfs are too large for one email, Respondents may send multiple emails stating the reason and what documents are attached.

A letter of transmittal must be submitted. This letter should not exceed one page in length and should briefly state Respondent's understanding of the work, its responsibilities, and be signed by an individual authorized to bind the proposing firm.

Respondents must complete the following forms and qualifications documents and submit them by pdf in the order shown to the Procurement Specialist, Sherrie Ashby, at sashby@sjrwmd.com. All blank spaces on the quote documents must be typewritten or legibly printed in ink.

- a. Certificate as to Corporation (Form 1)
- b. Affidavit as to Non-collusion and Certification of Material Conformance with Specifications (Form 2)
- c. Drug-Free Workplace Form (not required unless there is a tie quote) (Form 3)
- d. Laboratory Documentation and Certification (Form 4)
- e. Proposed Secondary Laboratory Locations (Form 5)
- f. Laboratory Equipment Inventory (Form 6)

- g. Method Certification Summary (Form 7)
- h. Method Detection Limit Summary (Form 8)
- i. Qualifications – General (Form 9)
- j. Qualifications – Similar Projects (Form 10)
- k. Staff Qualifications (Form 11)
- l. Qualifications – Client Reference (Form 12)
- m. Cost Schedule (Form 13)

11. Minimum Qualifications

Respondent must use the “Qualification” forms (General, Similar Projects, and Client References) provided in this document to document the minimum qualifications listed below. Failure to include these forms with the quote may be considered non-responsive.

- a. Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least two projects of a similar nature (performing nutrient, mineral, and metals analyses on groundwater and/or surface water samples) within the five years immediately preceding the date for receipt of quotes. Each project must have had a project value of at least \$75,000.
- b. Respondent must have no less than three years of experience on projects of the nature specified above.
- c. Respondent must provide three client references. At least two of the references must be from the similar projects listed in sub-paragraph (a) above. No more than one of the references may be from completed District projects. If a District project is cited, do not request a letter from District staff.
- d. Respondents’ laboratory must be located **within 200 miles** of the District headquarters in Palatka, Florida. The laboratory address must be the primary location where analyses will be performed. A secondary/branch lab may be utilized if approved by the District.

Irrespective of the minimum qualifications stated above, the District may make such investigations as it deems necessary to determine the ability of the Respondent to perform the Work. The District reserves the right to reject any quote if the evidence submitted by such Respondent and/or the District’s independent investigation of such Respondent fails to satisfy the District that such Respondent is properly qualified to carry out the obligations of the Agreement and complete the Work in a manner acceptable to the District within the time period specified.

**CERTIFICATE AS TO CORPORATION
FORM 1**

Include this form in the response

The below Corporation is organized under the laws of the State of _____; is authorized by law to respond to this Quote Request and perform all work and furnish materials and equipment required under the Agreement, and is authorized to do business in the State of Florida.

Corporation name: _____

Address: _____

Registration No.: _____

Registered Agent: _____

By: _____

(Official title)

(Affix corporate seal)

Attest: _____

(Secretary)

The full names and business or residence addresses of persons or firms interested in the foregoing quote as principals or officers of Respondent are as follows (specifically include the President, Secretary, and Treasurer and state the corporate office held of all other individuals listed):

Identify any parent, subsidiary, or sister corporations involving the same or substantially the same officers and directors that will or may be involved in performance of the Project, and provide the same information requested above on a photocopy of this form.

If applicable, attach a copy of a certificate to do business in the State of Florida, or a copy of the application that has been accepted by the State of Florida to do business in the State of Florida, for the Respondent and/or all out-of-state corporations that are listed pursuant to this form.

**AFFIDAVIT AS TO NON-COLLUSION AND CERTIFICATION OF
MATERIAL CONFORMANCE WITH SPECIFICATIONS
FORM 2**

Include this form in the response

STATE OF _____

COUNTY OF _____

I, the undersigned, _____, being first duly sworn, depose and say that:

1. I am the owner or duly authorized officer, representative, or agent of:

the Respondent that has submitted the attached quote or proposal.
2. The attached quote is genuine. It is not a collusive or sham quote.
3. I am fully informed respecting the preparation and contents of, and knowledgeable of all pertinent circumstances respecting the attached quote.
4. Neither Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham quote connection with the Agreement for which the attached quote has been submitted, or to refrain from quoting in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement, collusion, communication, or conference with any other Respondent, firm, or person to fix the price or prices in the attached quote of any other Respondent or proposer, or to fix any overhead, profit, or cost element of the quote prices or the quote price of any other Respondent, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the District or any other person interested in the proposed Agreement.
5. The price(s) quoted in the attached quote are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
6. No official or other officer or employee of the District, whose salary or compensation is payable in whole or in part by the District, is directly or indirectly interested in this quote, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits therefrom.
7. Any materials and equipment proposed to be supplied in fulfillment of the Agreement to be awarded conform in all respects to the specifications thereof. Further, the proposed materials and equipment will perform the intended function in a manner acceptable and suitable for the intended purposes of the District.

Signature: _____ Title:

Subscribed and sworn to before me this _____ day of _____, 20 __.

Notary Public, State of _____ at Large

My commission expires:

(SEAL)

DRUG-FREE WORKPLACE FORM
FORM 3

This form required only in the event of a tie response

The Respondent, (business name) _____, in accordance with section 287.087, Fla. Stat., hereby certifies that Respondent does the following:

1. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations
2. Publishes a statement notifying employees that
 - a. the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against its employees for violations of such prohibition.
 - b. as a condition of working on the contractual services that are the subject of this solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Fla. Stat., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
3. Gives each employee engaged in providing the contractual services that are the subject of this solicitation a copy of the statement specified in paragraph 2, above.
4. Imposes a sanction on, or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee convicted of a violation listed in sub-paragraph 2.b., above.
5. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of §287.087, Fla. Stat.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

By: _____

Title _____

Date: _____

**LABORATORY DOCUMENTATION AND CERTIFICATION
FORM 4**

This form to be included in quote submittal

- (1) Laboratory Contact for scheduling of site visit (if required).

Respondent: _____

Contact: _____

Phone: _____

E-mail: _____

- (2) Attach proof of current certification with the following agencies:

National Environmental Laboratory Accreditation Conference (NELAC)

Florida Department of Health (FDOH)

- (3) Attach a copy of the following from current approved NELAC Quality Manual:

Cover Page

Table of Contents

PROPOSED SECONDARY LABORATORY LOCATIONS
FORM 5

This form to be included in quote submittal

Respondent Name: _____

Respondent intends to use the following secondary/branch laboratories on this project.
(if none, write "None"):

1. Name and address of secondary/branch lab: _____

Description of Work: _____

Estimated value of Work: _____

2. Name and address of secondary/branch lab: _____

Description of Work: _____

Estimated value of Work: _____

3. Name and address of secondary/branch lab: _____

Description of Work: _____

Estimated value of Work: _____

Make additional copies if necessary.

LABORATORY EQUIPMENT INVENTORY
FORM 6

This form to be included in quote submittal

Respondent Name: _____

This form will be used to evaluate the Respondents regarding the Laboratory Equipment available to complete the scope of work for this contract.

Respondents shall list the instrumentation available at the Respondent's facility that will be used for the proposed analyses. Enter Age = "0" years for equipment that is not in current inventory but will be purchased and installed prior to October 1, 2021. Equipment not scheduled for installation prior to October 1, 2021 shall not be listed or considered.

Major instruments used for contract analysis should have a service agreement or a designated backup instrument (applies to autoanalyzers, autotitrators, UV/VIS spectrophotometers, TOC analyzers, Ion Chromatographs, Balances, ICPs).

Equipment Description	Date of Last PM or Service	Age (yrs)	Service Contract/ Backup Instrument (Y/N)

METHOD CERTIFICATION SUMMARY
FORM 7

This form to be included in quote submittal

Respondent Name: _____

INSTRUCTIONS

This form shall be used to evaluate Respondents regarding the Method Certification requirements for this contract.

- a. In the second column (“Respondent’s Proposed Units of Measurement”), enter the proposed units of measurement for each analyte.
- b. In the third column (“Respondent’s Proposed Method”), enter the proposed method of analysis for each analyte.
- c. In the fourth column (“Lab Location Primary/Secondary), enter the proposed location for analysis of each analyte.
- d. In the fifth column, indicate “**YES**” if the Respondent’s proposed method is listed on both the Respondent’s FDOH/NELAC list of certified analytes and the list of District approved methods in Exhibit 1. (The District will verify information provided via floridahealth.gov site)

Analyte	Respondent’s Proposed Units of Measurement	Respondent’s Proposed Method	Lab Location Primary/Secondary	Is proposed method listed on Respondent’s FDOH/NELAC Certification and in Exhibit 1 (enter “YES/NO”)	Respondant’s proposed MDL
Alkalinity					
Ammonia					
Chloride					
Conductivity					
Fluoride					
Sulfate					
Total Kjeldahl Nitrogen					
Total Organic Carbon					
Total Phosphorus					
Volatile Suspended Solids (VSS)					
Solids, Total Dissolved (TDS)					
Solids, Total Suspended (TSS)					

METHOD CERTIFICATION SUMMARY
FORM 7 (continued)
OPTIONAL ANALYSES – INFREQUENTLY ORDERED

This form to be included in quote submittal

Respondent Name: _____

Analyte	Respondent's Proposed Units of Measurement	Respondent's Proposed Method	Lab Location Primary/Secondary	Approved Methods	Respondent's Proposed MDL
Aluminum				EPA200.7/200.8	
Antimony				EPA200.7/200.8	
Arsenic				EPA200.7/200.8	
Barium				EPA200.7/200.8	
Beryllium				EPA200.7/200.8	
BOD				SM5210B	
Cadmium				EPA200.7/200.8	
Calcium				EPA200.7/200.8	
Chlorophyll				SM10200H	
Chromium				EPA200.7/200.8	
Color, spectro photometric				SM2120C	
Copper				EPA200.7/200.8	
Iron				EPA200.7/200.8	
Lead				EPA200.7/200.8	
Magnesium				EPA200.7/200.8	
Manganese				EPA200.7/200.8	
Molybdenum				EPA200.7/200.8	
Nickel				EPA200.7/200.8	
Nitrate plus Nitrite (NOx)				353.2, Rev. 2.0 (1993)	
Orthophosphate				365.1, Rev. 2.0 (1993)	
Silica/Silicon				USGS I-1700-85	
Potassium				EPA200.7/200.8	
Selenium				EPA200.7/200.8	
Silver				EPA200.7/200.8	
Sodium				EPA200.7/200.8	
Strontium				EPA200.7/200.8	
Thallium				EPA200.7/200.8	
Tin				EPA200.7/200.8	
Turbidity				EPA180.1/ SM2130B	
Vanadium				EPA200.7/200.8	
Zinc				EPA200.7/200.8	

METHOD DETECTION LIMIT SUMMARY
FORM 8

This form to be included in quote submittal

Respondent Name: _____

INSTRUCTIONS

This form will be used to evaluate Respondents regarding the Method Detection Limit (MDL) requirements for this contract.

- a. The units and MDLs required by the District are listed in the second and third column of this form.
- b. In the fourth column, Respondent shall enter the Respondent's MDL for the method proposed on the Method Certification Summary (Form 8).
- c. In the fifth column, Respondent shall indicate (Y or N) if Respondent's MDL is less than or equal to Required MDL.
- d. In the sixth column, Respondent shall indicate (Y or N) if Contractor has an MDL study performed within the previous year (as of the date of this submission) to support the proposed MDL.
- e. NOTE: Contractor may be required to provide copies of MDL studies and all supporting analytical data prior to recommendation for award of this contract.

Analyte	Units	Required MDL	Respondent's MDL for Methods Proposed in Form 10	Respondent's MDL < or = to Required MDL? (Y/N)	Data available to support Respondent's MDL? (Y/N)	Acceptable Y/N (District use only)
Alkalinity	mg/L as CaCO ₃	5				
Ammonia	mg/L NH ₃ as N	0.005				
Chloride	mg/L Cl	3				
Conductivity	umhos/cm	50				
Fluoride	mg/L F	0.02				
Solids, Total Dissolved	mg/L TDS	5				
Solids, Total Suspended	mg/L TSS	2				
Sulfate	mg/L SO ₄	3				
Total Kjeldahl Nitrogen	mg/L TKN as N	0.05				
Total Organic Carbon	mg/L TOC as C	1				
Total Phosphorus	mg/L TP as P	0.01				
Volatile Suspended Solids	mg/L VSS	2				

QUALIFICATIONS – GENERAL
FORM 9

This form to be included in quote submittal

As part of the quote, Respondent shall complete the following so that the District can determine Respondent's ability, experience, and facilities for performing the Work.

Name of Respondent: _____

Respondent's tax identification No.: _____

Year company was organized/formed: _____

Number of years Respondent has been engaged in business under the present firm or trade name:

Total number of years Respondent has experience in similar work performing nutrient, mineral, and metals analyses on groundwater and/or surface water samples as described in Item 11a of Minimum Qualifications:

Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this quote or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this quote. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

QUALIFICATIONS – SIMILAR PROJECTS
FORM 10

This form to be included in quote submittal

Respondent Name: _____

Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have completed at least two similar projects within the five years immediately preceding the date set for receipt of the response, as described in Item 11a of Minimum Qualifications. Each project shall have had a project value of at least \$75,000. (Add additional sheet for optional additional completed projects.)

Completed Project 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Completed Project 2:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

**STAFF QUALIFICATIONS
FORM 11**

This form to be included in quote submittal

Respondent Name: _____

This form will be used to evaluate the Respondents regarding the Qualifications of Key Staff responsible for performing work for this contract.

Identify name and qualifications the key staff responsible. Attach resumes or tell us about them, why you have selected them for this project, and how they fit into your organizational structure. Please attach more sheets if needed.

1. _____
(Name)

(Education - Degree/Discipline) (Years of Experience)

2. _____
(Name)

(Education - Degree/Discipline) (Years of Experience)

3. _____
(Name)

(Education - Degree/Discipline) (Years of Experience)

4. _____
(Name)

(Education - Degree/Discipline) (Years of Experience)

5. _____
(Name)

(Education - Degree/Discipline) (Years of Experience)

By listing the individuals on this form, the Respondent is making a commitment that, barring unforeseen circumstances, they are the personnel who will be assigned to this project.

QUALIFICATIONS — CLIENT REFERENCE

Form 12

Include this form in the response

Respondent shall provide three client references. At least two of the references must be from the similar projects listed in Item 11a of Minimum Qualification. No more than one of the references may be from completed District projects. If a District project is cited, do not request a letter from District staff. (For similar projects listed above, simply state "Similar Project No.

Client Reference 1

Agency/Company _____

Current contact person at Agency / Company _____

Telephone _____ Fax _____ Email _____

Agency/Company Address _____

Name of Project _____

Description _____

Project Value _____ Project Manager _____

Client Reference 2

Agency/Company _____

Current contact person at Agency / Company _____

Telephone _____ Fax _____ Email _____

Agency/Company Address _____

Name of Project _____

Description _____

Project Value _____ Project Manager _____

Client Reference 3

Agency/Company _____

Current contact person at Agency / Company _____

Telephone _____ Fax _____ Email _____

Agency/Company Address _____

Name of Project _____

Description _____

Project Value _____ Project Manager _____

COST SCHEDULE

FORM 13

This form to be included in quote submittal

In accordance with the advertisement requesting quotes for the services of laboratories who are certified and qualified to perform specified water analyses on groundwater and surface water samples, subject to the terms and conditions of the Agreement, the undersigned proposes to perform the Work for the price contained in the following schedule (fill in all blanks in items 1-14).

Respondents are reminded to refer to Item 10 Responses for information to be included with their Quote package.

The quote will be awarded to the lowest responsive and responsible Respondent for items one through 14 who demonstrates a verifiable history of the skill, ability, integrity, and reliability necessary for the faithful performance of the Agreement. **RESPONDENTS MUST PROVIDE COSTS FOR ALL ITEMS 1-14.** A second contract may be awarded to the next lowest responsive and responsible Respondent for items one through 14.

The successful Respondent(s) will be required to augment in-house capabilities (add certified methods) if the Contractor is either not certified for the District approved method as listed in the form – **METHOD CERTIFICATION SUMMARY**, or unable to meet the method detection limit (MDL) requirements listed in the form – **METHOD DETECTION LIMIT SUMMARY**. If utilized, secondary/branch laboratories must meet all the certification and MDL requirements of this Quote. The Primary Lab Location will receive samples directly from the District and will be responsible for shipping samples to other locations.

COST SCHEDULE
FORM 13 (continued)

This form to be included in quote submittal

Description	Units	Lab Location Primary/Secondary	Respondent Unit Cost
Frequently Requested			
1) Alkalinity	mg/L as CaCO ₃		
2) Ammonia	mg/L NH ₃ as N		
3) Chloride	mg/L Cl		
4) Conductivity	umhos/cm		
5) Fluoride	mg/L F		
6) Sulfate	mg/L SO ₄		
7) Total Kjeldahl Nitrogen	mg/L TKN as N		
8) Total Organic Carbon	mg/L TOC as C		
9) Total Phosphorus	mg/L TP as P		
10) Volatile Suspended Solids	mg/L VSS		
11) High Volume VSS	mg/L VSS		
12) Solids, Total Dissolved	mg/L TDS		
13) High Volume TSS	mg/L TSS		
14) Solids, Total Suspended	mg/L TSS		
SUM OF ALL UNIT COSTS (1-14)			\$

COST SCHEDULE
OPTIONAL ANALYSES INFREQUENTLY ORDERED
FORM 13 (continued)

This form to be included in quote submittal

At the request of the District the contractor will perform the analyses listed below utilizing the method requested and at the cost listed in the table. These costs will not be used to evaluate the quote response.

Description	Units	Lab Location Primary/Secondary	Respondent's Unit Cost
15) Aluminum	ug/L Al		
16) Antimony	ug/L Sb		
17) Arsenic	ug/L As		
18) Barium	ug/L Ba		
19) Beryllium	ug/L Be		
20) BOD	mg/L DO		
21) Cadmium	ug/L Cd		
22) Calcium	mg/L Ca		
23) Chlorophyll	mg/m3		
24) Chromium	ug/L Cr		
25) Color, spectro photometric	Cpu		
26) Copper	ug/L Cu		
27) Iron	ug/L Fe		
28) Lead	ug/L Pb		
29) Magnesium	mg/L Mg		
30) Manganese	ug/L Mn		
31) Molybdenum	ug/L Mo		
32) Nickel	ug/L Ni		
33) Nitrate plus Nitrite (NOx)	mg/L NOx as N		
34) Orthophosphate	mg/L PO4 as P		
35) Silica/Silicon	mg/L SiO2		
36) Potassium	mg/L K		
37) Selenium	ug/L Se		
38) Silver	ug/L Ag		
39) Sodium	mg/L Na		
40) Strontium	ug/L Sr		
41) Thallium	ug/L Tl		
42) Tin	ug/L Sn		
43) Turbidity	Ntu		
44) Vanadium	ug/L V		
45) Zinc	ug/L Zn		
SUM OF ALL UNIT COSTS (15-45)			\$

COST SCHEDULE
FORM 13 (continued)

This form to be included in quote submittal

NOTES:

1. Respondent must quote all items 1 – 14 or their quote will be considered non-responsive.
2. The District makes no guarantee regarding the actual number of samples or the analytes to be analyzed. Respondents are reminded to refer to Item 10 Responses for information to be included with their Quote package.

I HEREBY ACKNOWLEDGE, as Respondent's authorized representative, that I have fully read and understand all terms and conditions as set forth in this Quote and upon award of such Quote, shall fully comply with such terms and conditions.

Date

Respondent (firm name)

Address

E-mail address

Signature

Telephone number

Typed name and title

Fax number

NO RESPONSE FORM
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
QUOTE REQUEST 37018

Your reasons for not responding to this Quote Request are valuable to the St. Johns River Water Management District's procurement process. Please complete this form and return it to the Office of Procurement Services no later than the date set for receipt of quotes. Thank you for your cooperation.

Please check (as applicable):

- Specifications too "general" (explain below)
- Insufficient time to respond to the Quote Request
- Do not provide this type of work for this project
- Schedule would not permit us to perform
- Unable to meet quote specifications
- Specifications unclear (explain below)
- Disagree with solicitation or Agreement terms and conditions (explain below)
- Other (specify below)

Remarks: _____

DATE _____

RESPONDENT (FIRM NAME) _____

ADDRESS _____

E-MAIL ADDRESS _____

SIGNATURE _____ TYPED NAME AND TITLE _____

TELEPHONE NUMBER _____ FAX NUMBER _____

ATTACHMENT A — STATEMENT OF WORK/TECHNICAL SPECIFICATIONS CONTRACT LABORATORY SERVICES

I. INTRODUCTION

The St. Johns River Water Management District (District) laboratory provides groundwater and surface water sample analysis services for District projects throughout the 18 counties in the District, and also for other agencies through cooperative agreements. These projects support the District's core missions and initiatives. There are occasions when specific samples cannot be analyzed at the District; and there are times when the District laboratory experiences overload and cannot perform the analyses in a timely manner. In these events, the District laboratory must send samples to contracted laboratories to perform the analyses. The results of the analyses are given to the District in a format specified by the District to meet all necessary requirements.

The District requires the services of a laboratory to provide flexibility in obtaining contract laboratory services for District projects. The District may enter into a contract with a second laboratory to provide services in the event the primary laboratory cannot provide services in a timely manner due to workload.

In the event that one of the contract laboratories fails to meet the contract requirements or it is deemed to be in the best interest of the District, samples may be diverted from one contract laboratory to the other, subject to the receiving laboratory having available capacity.

II. OBJECTIVES

The objective of these contracts is to provide the District with the services of a laboratory, or laboratories, who are certified and qualified to perform specified water analyses on groundwater and surface water samples as described in this Statement of Work and exhibits attached to this Statement of Work. The contract laboratories must also provide the results in the formats specified in this Statement of Work. Due to the importance of this work, these services must be provided in an accurate and timely manner.

III. SCOPE OF WORK

The contract laboratory shall provide specified water analyses on groundwater and surface water samples consisting of freshwater and saline samples on an as needed basis. The District's Project Manager will work with the contract laboratory to determine time frames and will give specific instructions related to the analyses to be performed by email or telephone. The District makes no guarantee as to the actual number of samples that will be submitted. The specific tasks to be performed by both the District and contract laboratory associated with these contracts are in the Task Identification section of this Statement of Work.

Contract laboratories must perform all analyses. Subcontracting is not allowed. Analyses of samples at other laboratories within the contract laboratory's organization (secondary laboratories) is not considered subcontracting of analyses for the purposes of this contract.

IV. TASK IDENTIFICATION

- District Responsibilities
 1. Samples will be collected by District personnel or their designees using clean bottles that shall be provided by the District.
 2. The District will pay shipping costs for all samples, containers, and coolers from District Headquarters in Palatka when distance is not greater than 200 miles from contract laboratory.

The District will include quality check samples with samples. Failure to report accurate results, as determined by the limits set by the vendor of the quality check standards, is basis for termination of the contract

- Contract Laboratory Responsibilities
 1. The contract laboratory is responsible for shipping costs for samples sent to other laboratories (secondary laboratories) within the contract laboratory's organization.
 2. The contract laboratory shall pay all return cooler shipping fees.
 3. The District will give contract laboratory at least 48 hours' notice of proposed on-site audits. Contract laboratory shall take immediate and effective corrective action to correct all quality assurance problems. Contract laboratory shall consistently provide the District with accurate and timely data that meets all quality assurance requirements of this Agreement; FS 403.0625 Environmental laboratory certification; water quality tests conducted by a certified laboratory; and Florida Department of Health/National Environmental Laboratory Accreditation Conference (FDOH/NELAC) certification. Recurring performance problems shall be grounds for termination of the Agreement.
 4. At the request of the District, contract laboratory shall follow the Legal Chain of Custody procedures in contract laboratory's NELAC-approved Quality Manual.
 5. Unless an alternate procedure has been approved in writing by the District, contract laboratory shall perform all services for this contract in accordance with the procedures established in contract laboratory's approved NELAC Quality Manual.
 6. Analyses shall be performed by one of the methods of analysis appropriate to the text listed in Exhibit 1 of this Agreement.
 7. Chlorophyll analyses shall include results for chlorophyll-a uncorrected, chlorophyll-a corrected, chlorophyll-b, chlorophyll-c, pheophytin, and chl-a/pheo ratio.
 8. Except for chlorophyll, all analyses shall be performed within time frames established in Code of Federal Regulation, Title 40, Part 136, Section 3, Table II. Most of the samples submitted for chlorophyll analysis will not be filtered in the field. Chlorophyll filtration of samples shall be performed by the contract laboratory within 2 hours of sample receipt. Chlorophyll analysis of the frozen extract shall be performed within 28 days of sample collection.
 9. All time frames shall be calculated with respect to the date/time of collection in the field. The District Project Manager may authorize the analysis of samples that have exceeded the established time frames provided such data is clearly flagged by contract laboratory as being out of time frame. Out of time frame data shall be denoted by reporting the value with a "Q" qualifier code (see Exhibit 3).
 10. Contract laboratory shall perform, and report replicate analyses on every tenth District sample or a minimum of one replicate per run, whichever is greater.
 - To comply with Florida Department of Environmental Protection (FDEP) requirements for Total Maximum Daily Loads (TMDLs), replicate analyses shall include one replicate of the Laboratory Check Standard (LCS identified as LCSD) in each sample batch (see Item 34).
 11. Contract laboratory shall perform and report matrix spike analyses on every 20th District sample, or a minimum of one matrix spike per run, whichever is greater unless specified differently by method.
 - If the matrix spike fails because the original sample exceeded the concentration of the high standard, then the sample should be diluted. The matrix spike does not need to be repeated or replaced with a different spiked sample.
 12. Contract laboratory shall also perform and report analyses of a Method Blank at the beginning of run, after every ten District samples, and at the end of the run.

- Laboratory Method Blanks shall be less than or equal to the Required Method Detection Limit (MDL) (as listed in Form 11). No data shall be reported for which the Method Blank exceeds the Required MDL (or is less than the negative-MDL). This requirement exceeds the NELAC requirements (Blank < 10% of lowest sample concentration), but should be readily achievable if MDLs are determined correctly and the method is in control. These criteria are deemed appropriate for the type of analyses done under this contract.
 - All analytes that typically require digestion shall include at least one digested method blank with each batch of samples (e.g., metals, TP/TKN).
 - Method Blanks are batch related. If samples are digested (e.g., metals or TP/TKN), all samples in the digestion batch are related. All Method Blanks in the batch must pass (i.e., less than or equal to the required MDL but not less than the negative of the required MDL, unless otherwise stated in the method)(digested method blank for EPA 200.7/200.8 less than or equal to 2.2 times MDL but not less than the negative of the required MDL), otherwise the batch fails. If there is no sample prep (e.g., an autoanalyzer run), then only the samples since the last acceptable Method Blank and before the next acceptable Method Blank fail if a Method Blank fails.
13. Contract laboratory shall perform analyses of a commercial Quality Control Check Standard (QCCS) at the beginning of each analytical run, and report QCCS target value, result, % Recovery, and Control limits in the format specified in this agreement (see Exhibit 2). The Quality Control Check Standard (QCCS) is a check standard from a second source that is not used in the preparation of the calibration standards and is required to verify the calibration. Also, per item 22 of Exhibit 2, the vendor's name, catalog number and lot number of the QCCS must be reported.
14. Contract laboratory shall analyze a Continuing Calibration Verification Standard (CCVS) at the beginning of each run, after every 10 samples, and at the end of the run. Contract laboratory shall report CCVS target value, result, % Recovery, and Control limits in the format specified in this Agreement.
- From the NELAC standard 1.7.1.2.c states: The concentration of the calibration verification standard shall be equal to or less than half the highest level in the calibration.
15. Contract laboratory shall analyze at least one Limit of Detection Check Standard (LDCS) per run (concentration 3-6 times the Required MDL, approximately equal to the Practical Quantitation Limit (PQL). Contract laboratory shall report LDCS target value and result in the format specified in this Agreement. The LDCS is a low-level check standard at a concentration approximately equal to the PQL. The control limits for LDCS recovery are 70 - 130%.
- Additionally from the NELAC standard under 1.7.1.2.d:
 - Instrument continuing calibration verification shall be performed at the beginning and end of each analytical batch, and at the frequency defined in the method except:
 - if an internal standard is used, calibration verification shall be performed at the beginning of each analytical batch, and the frequency defined in the method:
 - a second source initial calibration verification that passes the continuing calibration verification criteria may be used in place of a continuing calibration verification standard;
 - a laboratory control sample (LCS) may be used in place of a continuing calibration verification (CCV) (but not as a replacement for a failing CCV) for methods where the calibration goes through the same process as the LCS (using the continuing calibration verification acceptance criteria).
16. All QA data shall be reported with the associated sample data.
- QCCS and CCVS results are batch related and must fall within the contract laboratory's control limits.
 - The name of the vendor and lot number of the QCCS must be reported in Exhibit 2, Item 16 (Sample Comments).
 - Method Blanks are also batch related and must be less than or equal to the required MDL but not less than the negative of the required MDL listed in Form 11 (see Item 12).

- Replicates are sample related and must be performed on District samples. If QA data for replicate samples reported with values near or below MDL fail the contract laboratory's control limits for Replicate RPD control limits (see Item No. 41), yet passed the Replicate Absolute Difference limits (see Item No. 42); it is not necessary to rerun the replicate and the corresponding sample and no Result Comment is required in Item No. 22. Either the actual calculated value for RPD (not an arbitrary assignment such as zero) must be reported or the RPD must not be reported (that is, as nothing or a NULL entry) in Item No. 37. If QA data for the replicate samples reported with values near or below MDL fail BOTH the Replicate RPD control limits (Item No. 41) and the Replicate Absolute Difference limits (Item No. 42), appropriate corrective action shall be taken and the sample and replicate shall be reanalyzed. If the replicate QA continues to fail, contract laboratory shall report the original sample value with a "J" qualifier code and include an explanation in the "Result Comments" field. (see Exhibit 3). Matrix Spikes are sample related and must be performed on District samples. If QA data for matrix spike samples do not fall within contract laboratory's control limits, appropriate corrective action shall be taken, and the sample and matrix spike shall be reanalyzed. Matrix spikes shall be re-prepared (and redigested when applicable) for reanalysis. If matrix spike QA continues to fail, contract laboratory shall report the original sample value with a "J" qualifier code and include an explanation in the "Result Comments" field. When a matrix spike on a diluted sample fails, no reanalysis is required, and the contract laboratory shall report the matrix spike sample value with a "J" qualifier code and include an explanation in the "Result Comments" field. (see Exhibit 3).

Note: Batch runs may contain other client samples; however, the replicates and matrix spikes for the batch run must be performed on District samples.

17. Contract laboratory shall analyze field blanks that will be clearly labeled and submitted by the District or their designees. If the results for any of the field blank analyses, exceed two times (2X) the required MDL listed in Form 11, contract laboratory shall reanalyze the field blank. Contract laboratory shall report both the initial value and rerun value, using the "I", "R", and "RX" Test Types, and using different date/times of analysis to distinguish between the results. Contract laboratory shall include a statement in the "Result Comments" field (Exhibit 2, Data Reporting Format, Item 22) for the initial result indicating the reason for reanalysis. If the rerun confirms the original value, contract laboratory may bill the District for the cost of reanalysis at the prices listed in the Project Cost Schedule.
18. Contract laboratory shall immediately reanalyze samples for results that exceed the limits listed below. Contract laboratory shall not report data that exceeds these limits unless the values have been confirmed by reanalysis. Contract laboratory shall report both the initial value and rerun value, using the "I", "R", and "RX" Test Types, and using different date/times of analysis to distinguish between the results. Contract laboratory shall include a statement in the Result Comments field (Exhibit 2, Data Reporting Format, Item 22) for the initial result indicating the reason for reanalysis. The contract laboratory may be required to do other reruns on any analyte based on criteria meeting specific District needs. Contract laboratory may bill the District for the cost of a reanalysis that confirms the original results.
 - $PO_4 > TP$
 - $NH_4 > TKN \text{ Dissolved Analyte} > \text{Total Analyte}$ by more than 2X contractor's absolute replicate range
 - Field Blanks greater than + or - 2X contractor's MDL listed in Cost Schedule
19. Contract laboratory shall report the MDL, PQL, and dilution factor in the designated fields (Exhibit 2, Data Reporting Format, Items 29, 30, and 26). The reported values for MDL and PQL shall exclude all calculation factors such as dilution.
20. With the possible exception of saline samples, contract laboratory shall not report results from diluted samples at concentrations below the high standard, thereby unnecessarily increasing the MDL and PQL.
21. Reported values for samples, blanks and QC shall not be less than the negative MDL for the reported analyte. The District considers excessively negative results an indication of significant negative bias at low levels.
22. Reported values shall not be greater than the high Calibration standard (or 90% of the Linear Dynamic Range for EPA 200.7/200.8) unless the sample has been diluted sufficiently to bring the diluted result within the working range.

23. Contract laboratory shall ensure that sample collection, prep and analysis dates and times are reasonable and consistent prior to issuing the data report.
24. At the District's request, contract laboratory shall perform modified "high volume" methods for Total Suspended Solids and Volatile Suspended Solids. "High-Volume" alternate methods for TSS and VSS are described in Exhibit 4. FDOH/NELAC certification is not required for these alternate methods. The alternate methods are listed separately on the Cost Schedule (Form 17), so the contract laboratory may price the alternate methods differently to account for any extra work required to perform them over the standard methods.
25. Contract laboratory shall, within 14 calendar days of a written request, provide the District with electronic copies of ancillary data not previously reported.
26. All reanalysis shall include re-digestion for analytes requiring sample digestion, i.e., metals, TP, TKN.
27. At the request of the District, contract laboratory shall either reanalyze samples for analytes requested or, within 48 hours of a telephone request, ship samples at contract laboratory's expense, to the District laboratory in Palatka, Florida. If a reanalysis is requested, the cost of analysis listed in the proposal schedule shall apply and the **results of reanalysis shall be received by the District within 14 calendar days of the reanalysis request**. Contract laboratory shall report both the initial value and rerun value, using the "I", "R", and "RX" Test Types. Contract laboratory shall include a statement in the "Result Comments" field (Exhibit 2, Data Reporting Format, Item 22) indicating the reason for reanalysis, e.g., "District Request".
28. Contract laboratory shall **store samples for at least 30 days after providing the District with a final report of results of analysis or reanalysis**. Contract laboratory shall be responsible for disposing of the samples after holding period. Storage conditions must be consistent with standard sample storage and preservation conditions to preserve sample integrity for potential reanalysis. All samples for which refrigeration is required for sample preservation shall be stored at \leq to 6°C.
29. At contract laboratory's expense, contract laboratory shall return empty sample coolers to the District headquarters or other specified District locations within 7 days of sample receipt.
30. For all analysis requiring sample digestion (i.e., metals and TP/TKN), the holding time shall be calculated based on the date of sample collection and the date of sample analysis (not the date of sample digestion).
31. For all metals, TP/TKN, and chlorophyll analysis, contract laboratory shall report the date of sample prep or digestion in the "Prep Date/Time" field (Exhibit 2, Data Reporting Format, Item 32), and the sample prep number in the "Sample Prep Batch ID" field (Exhibit 2, Data Reporting Format, Item 34).
32. Within 24 hours of receiving samples, the contract laboratory shall e-mail a copy of the Chain of Custody forms to the District. This will enable the Project Manager to provide the contractor with worksheet IDs for data reporting. Also, prior to performing analyses, inform Project Manager of any samples found to be improperly preserved that fail temperature and/or preservation checks. If data is reported from a sample that was improperly preserved, contract laboratory shall include the "Y" data qualifier code in the report (Exhibit 2, Item 20)."
33. Balance weightings for TDS and TSS Analyses shall be performed in accordance with Standard Methods, most recent edition. The cycle of drying, cooling and re-weighing to obtain a constant weight shall be repeated until the weight change is less than 0.5 mg. All weighing's for TDS, VSS and TSS analyses shall be captured electronically from the balance by either a computer software program or printer. Electronic weight data shall be available for verification.
34. In order to comply with FDEP requirements for TMDLs, contract laboratory shall include an LCS run in duplicate with each sample run at a concentration less than or equal to two times the PQL. The LCS must include all steps in the analytical process including digestion, if applicable. For the purposes of this contract, the contract laboratory's LCS concentration shall be six (6) times the Required MDL listed on Form 11 or less.
 - The acceptance criteria for LCS percent recovery shall be 90 - 110% for nutrients and 85 - 115% for metals. LCS are not required for BOD or Color.
 - Contract laboratory shall also control on the LCS duplicate using contract laboratory's established replicate precision criteria. Failure to meet these acceptance criteria will invalidate all associated data. Control on the % Recovery for the LCS duplicate is not required.

- LCS are batch related in the same way that Method Blanks are batch related. If the LCS fails, the batch fails. If there is more than one LCS in the batch, all LCS in the batch must pass, otherwise the entire batch fails.
35. Due to coverage area of delivery contractor the mileage has been set at a not to exceed distance of 200 miles from District's Palatka Headquarters.

V. TIME FRAMES AND DELIVERABLES

This Agreement will expire September 30, 2018 and may be renewed for two additional 12-month terms. Specific time frames as they apply to completion of tasks, milestones, and deliverables shall be included in the Work Orders issued through this Agreement.

General time frames and deliverables are as follows:

1. Data reports, including results and associated quality assurance data, shall be submitted to the District Project Manager or his/her designee in electronic format via e-mail. The average data reporting time frame (re-calculated monthly) shall be less or equal to 28 days. In addition, at least 90% of data reports shall be submitted to the District within 35 days or less of the shipment of sample(s). Reporting time frames will be based on the date the samples were shipped to the contract laboratory (as recorded on the chain of custody form) and the date the electronic data report was received by the District. All data shall be reported in units as specified in Form 11.
2. Results of reanalysis requested by the District shall be delivered to the District in electronic format via email within 14 calendar-days or less of a rerun request.
3. If the contract laboratory is unable to meet the reporting time frames, contract laboratory shall contact the District prior to the reporting deadline to confirm the delay and request an extension.
4. The results of the sample analyses and quality assurance results shall be submitted to the District Project Manager or designee in electronic media via e-mail in the format specified in Exhibit 2.
5. All Quality Assurance data reported to the District must meet the Contract Laboratory's Precision Control Limits and Recovery Control Limits. Otherwise, an appropriate Data Qualifier and explanation shall be included.
6. Reported MDL must be less than or equal to the Required MDL listed in Form 11.
7. Contract laboratory shall provide proof of Environmental Laboratory Certification to the District and maintain certification during the duration of the contract. Should Environmental Laboratory Certification cease or change, contract laboratory shall notify the District Project Manager within two business days after receipt of notification from FDEP or FDOH. Contract laboratory shall at all times remain in compliance with F.S. 403.0625 Environmental Laboratory Certification; water quality tests conducted by a certified laboratory.
8. Contract laboratory shall provide the District with updated copies of their approved NELAC Quality Manual, Environmental Laboratory Certification Performance results, and copies of all audits performed by FDEP/ FDOH during District on-site audits of the contract laboratory. Each must be sent when completed by email.
9. Contract laboratory shall use the "T" and "W" qualifier codes. In accordance with this method of reporting, contract laboratory shall report as the "Result" (Exhibit 2, Data Report Format, Item 19) the raw data result for values below the MDL, including negative values. Negative values shall not be less than the negative MDL.
10. Contract laboratory shall provide deliverables and meet time frames as described in Task Identification. In the event that data submittals contain missing results and/or values that do not meet contract requirements, the data report is not considered complete until contract requirements are met. The District shall hold payment until the data report is revised, resubmitted, and approved.

ATTACHMENT B — INSURANCE REQUIREMENTS

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. Contractor's General Liability policy shall include Endorsement CG 20101185, or equivalent, naming the St. Johns River Water Management District (the "District") as Additional Insured. All required policies shall include: (1) endorsement that waives any right of subrogation against the District for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the District no less than 30 days' notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime workers compensation, if applicable, in not less than the minimum limits required by Florida law. If Contractor claims an exemption from workers' compensation coverage, Contractor must provide a copy of the Certificate of Exemption from the Florida Division of Workers' Compensation for all officers or members of an LLC claiming exemption who will be participating in the Work. In addition, Contractor must provide a completed District "Affidavit (Non-Construction)" for non-construction contracts. Contractor is solely responsible for compliance with any Federal workers' compensation laws such as Jones Act and USL&H Act, including any benefits available to any workers performing work on this project.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$500,000 for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) property in the care, control, or custody of the Contractor. Extensions shall be added, or exclusions deleted to provide the necessary coverage.
- (c) **Automobile Liability.** Minimum requirements per Florida law

EXHIBIT 1 — APPROVED METHODS FOR INORGANIC WATER ANALYSES

Analyte	Methods
Alkalinity	SM2320B
Ammonia*	EPA350.1 Rev2.0(1993), SM4500-NH ₃ G
Chloride	EPA300.0 Rev2.1(1993), EPA300.1 Rev1.0(1997), SM4500-Cl ⁻ E, SM4110 B
Conductivity	EPA 120.1(Rev1982), SM2510B
Fluoride	EPA300.0 Rev2.1(1993), EPA300.1 Rev1.0(1997), SM4500-F ⁻ C
Sulfate	EPA375.2 Rev2.0(1993), EPA300.0 Rev2.1(1993), EPA300.1 Rev1.0(1997), SM4110 B
Total Dissolved Solids	SM2540C
Total Kjeldahl Nitrogen	EPA 351.2 Rev2.0(1993)
Total Organic Carbon	SM5310B,
Total Phosphorus†	EPA365.1 Rev2.0(1993), EPA365.3(Issued1978), EPA365.4(Issued1974)
Total Suspended Solids	SM2540D
Volatile Suspended Solids	SM2540E

* Distillation not required

† Either persulfate digestion or block digestion acceptable

EXHIBIT 2 — DATA REPORTING FORMAT

Data reported in electronic form shall be in an Excel spreadsheet with exactly 45 columns and a header row as described below. Data for each QC Batch ID (Exhibit 2, Data Reporting Format, Item 5) shall be submitted in a separate Excel file attached to an e-mail sent to the District.

Items 1-2 are related to the contract lab

Items 3-7 are related to the batch

Items 8-17 are related to the sample

Items 18-34 are related to the parameter

Items 35-44 are related to quality assurance.

Item 45 is related to the instrument used.

The first record in the file must be the following header record:

ContractID,Results_User2,ContractorInvoiceID,ContractorApprovedBy,Results_User1,ContractorBatchID,ContractorIssueDate,QC_Code,Results_User3,Site,CollectDate,CollectTime,SampleNumber,ContractorSampleID,ContractorReceivedDate,OrderDetailsCommnt,Param,Test,NumericResult,Qualifier,Units,ResultsCommnt,Method,AnalysisTime,AnalysisEmployee,Dilution,SigFigs,Results_User4,MethodExtractVolume,ExtractVolume,PrepMethod,SampleDetails_User1,SampleDetails_User2,SampleDetails_User3,Target_Val,Percent_Recovery_Val,Relative_Percent_Diff_Val,Absolute_Difference_Val,Upper_Recovery_Limit_Val,Lower_Recovery_Limit_Val,RPD_Limit_Val,Absolute_Limit_Val,Related_Sample_Reference_ID,Matrix_Spike_Level_Val,Instrument

Item No.	Field Name	Field Type	Max Field Length	Comments
1	ContractID	Character	40	Lab Vendor ID assigned by the District (e.g., "XYZ")
2	Results_User2	Number		Lab Vendor Number assigned by the District (e.g., "3579")
3	ContractorInvoiceID	Character	20	
4	ContractorApprovedBy	Character	40	Name and Title of person responsible for approving the contract laboratory's data before it is issued to the District (e.g., Michael Green-QA Officer)
5	Results_User1	Character	10	Batch ID assigned by the District (e.g., QC20140123)
6	ContractorBatchID	Character	20	Contract laboratory's unambiguous reference linking samples analyzed together
7	ContractorIssueDate	Date		Date format is mm/dd/yyyy, (e.g., 01/12/2014)

Item No.	Field Name	Field Type	Max Field Length	Comments
8	QC_Code	character	7	<p>SAMP, LDCS, CCVS, HRCS, MRCS, LRCS, QCCS, MS, MSD, REP, MBLK, ICS, LCS, LCSD</p> <p>SAMP – (regular sample); Report result LDCS – (Limit of Detection Check Standard) Report both target value and result. Do not report Station Name. CCVS – (Continuing Calibration Verification Standard, an in-house standard); Report target value, result, % Recovery and applicable limits. Do not report Station Name. HRCS – (High Range Continuing Calibration Verification Standard, an in-house standard); Report target value, result, % Recovery and applicable limits. Do not report Station Name. MRCS – (Midrange Continuing Calibration Verification Standard, an in-house standard); Report target value, result, % Recovery and applicable limits. Do not report Station Name. LRCS – (Low Range Continuing Calibration Verification Standard, an in-house standard); Report target value, result, % Recovery and applicable limits. Do not report Station Name. QCCS – (Quality Control Check Standard, a standard from outside source); Report result, target value, % Recovery and applicable limits. Do not report Station Name. MS – (Matrix Spike); Report result, parent sample ID, % Recovery and applicable limits MSD – (Matrix Spike Duplicate); Used only as a duplicate. Report result, parent sample ID, RPD, absolute difference, and applicable limits (both absolute and relative) REP – (Sample Replicate); Report result, parent sample ID, RPD, absolute difference, and applicable limits (both absolute and relative) MBLK – (Method Blank); Report value. Do not report Station Name. ICS – (Inter-element Check Standard (for metals)); Report result, target value, % Recovery and applicable limits. Do not report Station Name. LCS – (Laboratory Control Standard); Report result, target value, % Recovery and applicable limits. Do not report Station Name. LCSD – (LCS Duplicate); Used only as a duplicate. Report result, parent sample ID, RPD, absolute difference, and applicable limits (both absolute and relative). Do not report Station Name.</p>

Item No.	Field Name	Field Type	Max Field Length	Comments
9	Results_User3	character	3	'Yes' or 'No'. Based on check of preservation at sample receipt at lab, including whether properly cooled/frozen, acid to pH<2, etc. If 'No', add a brief explanation in Sample Comments, Item 16
10	Site	character	25	Station Name provided by the District that represents the site or location where the sample/observation was collected
11	CollectDate	Date		Date format is mm/dd/yyyy, i.e. 01/12/2014
12	CollectTime	Date		Format is hh:mm, based on a 24-hour clock (e.g., 15:00)
13	SampleNumber	character	25	Provided by the District (e.g., L20140123-001)
14	ContractorSampleID	character	20	Contract laboratory's unambiguous sample identifier that must be unique within the Batch ID.
15	ContractorReceivedDate	Date		Format is mm/dd/yyyy, (e.g., 01/12/2014)
16	OrderDetailsCommnt	character	240	Comments pertaining to conditions at the container level. Cannot contain commas or single quotes.
17	Param	character	25	Provided by the District (e.g., TDS)
18	Test	character	25	Concatenation of Item 1 plus the matrix designator 'WATR' for water and Item 18 separated by the underscore '_' character, (e.g., XYZ_WATR_TDS)
19	NumericResult	number		Result for QC Sample Type listed in Item 8. Same units specified in Item 21. Include all calculation factors (e.g., dilution factor).
20	Qualifier	character	10	District/FDEP qualifiers related to result (see Exhibit 3)
21	Units	character	12	Provided by the District
22	ResultsCommnt	character	240	Comments specifically related to the result. Cannot contain commas or single quotes. For QCCS samples, the vendor's name, catalog number and lot number of the QCCS must be reported in the format <Vendor Name>_<Catalog Number>_<Lot Number> (e.g., ABC Science A12345 140156)
23	Method	character	20	Description of method. (e.g., EPA 200.7)
24	AnalysisTime	Date		Format is mm/dd/yyyy hh:nn, based on a 24-hour clock, (e.g., 01/12/2014 15:00). The actual time is required only if the holding time is < 48 hours, otherwise report the time as 00:00
25	AnalysisEmployee	character	30	Name or initials or ID number
26	Dilution	number		Enter '1' if undiluted – otherwise enter dilution factor
27	SigFigs	number		The number of significant figures in the result value (Item 19); integers only.

Item No.	Field Name	Field Type	Max Field Length	Comments
28	Results_User4	character	2	I = initial, RR = rerun or reanalysis without reextraction or redigestion, RX = reanalysis with reextraction or redigestion
29	MethodExtractVolume	number		Report MDL (without adjusting for dilution factor). Report in same units specified in Item 21.
30	ExtractVolume	number		Report PQL (without adjusting for dilution factor). Report in same units specified in Item 21.
31	PrepMethod	character	20	Prep method (for Metals, TP, TKN, and Chlorophyll) – Enter Analytical Method (Same as Item 23)
32	SampleDetails_User1	Date		Format is yyyy_MM_DD hh:nn, based on a 24-hour clock, (e.g. 2013_06_24 15:00). The actual time is required only if the holding time is < 48 hours, otherwise report the time as 00:00. Note: This format is different from other dates in the file.
33	SampleDetails_User2	character	20	Name or initials or ID number of prep analyst
34	SampleDetails_User3	character	20	For metals, TP, TKN, and Chlorophyll - Contract laboratory's unambiguous lab ID linking samples prepared together.
35	Target_Val	number		Required for QC Sample Types QCCS, LDCS, CCVS, HRCS, MRCS, ICS, LRCS, or LCS
36	Percent_Recovery_Val	number		Based on result vs. target value
37	Relative_Percent_Diff_Val	number		Required for QC Sample Types REP, MSD, or LCSD
38	Absolute_Difference_Val	number		Required for QC Sample Types REP, MSD, or LCSD. Report in same units specified in Item 21.
39	Upper_Recovery_Limit_Val	number		Applicable Upper Control Limit (UCL) for Recoveries
40	Lower_Recovery_Limit_Val	number		Applicable Lower Control Limit (LCL) for Recoveries
41	RPD_Limit_Val	number		Applicable limit for replicate/duplicate RPD (REP, MSD, or LCSD)
42	Absolute_Limit_Val	number		Applicable limit for absolute difference of replicates/duplicates (REP, MSD, LCSD) in same units as specified in Item 21.
43	Related_Sample_Reference_ID	character	20	Contract laboratory's Sample ID of related 'parent' for spike and replicate/duplicate results
44	Matrix_Spike_Level_Val	number		Report in same units specified in Item 21
45	Instrument	character	50	Unique ID for the instrument used in the analysis.

Definition of Terms

LCS (Laboratory Control Standard): Low-level calibration verification check standard at a concentration equal to twice the PQL that is treated as a sample (including sample prep). The contract laboratory shall analyze at least one LCS per batch. As established by FDEP program for TMDL, the LCS recovery must be 85 - 115% for metals and 90 - 110% for nutrients. LCS are not required for BOD or Color. LCS are batch related in the same way that Method Blanks are batch related. If the LCS fails, the batch fails.

LCSD (LCS Duplicate): Required to comply with FDEP's requirements for TMDL, replicate analyses shall include a replicate of the LCS (identified as LCSD) in each sample batch.

LDCS (Limit of Detection Check Standard): Low-level check standard at a concentration approximately equal to the PQL. The control limits for LDCS recovery are 70 - 130%

MBLK (Method Blank): A Method Blank must be analyzed at the beginning of the run, after every 10 samples, and at the end of the run. Method Blanks are batch related. If samples are digested (e.g., metals or TP/TKN), all samples in the digestion batch are related. All Method Blanks in the batch must pass (i.e., less than or equal to the required MDL but not less than the negative of the required MDL), otherwise the batch fails. If there is no sample prep (e.g., an autoanalyzer run), then only the samples since the last acceptable Method Blank fail if a Method Blank fails.

QCCS (Quality Control Check Standard): Check standard from a second source that is not used in the preparation of the calibration standards, and is required to verify the calibration

EXHIBIT 3 — FDEP AND SJRWMD DATA QUALIFIER CODES

The following codes shall be used when reporting data values that either meet the specified description outlined below or do not meet the quality control criteria of the laboratory. Codes used exclusively by the SJRWMD are identified as 'SJRWMD Internal Code'. All other codes are FDEP codes.

SYMBOL	MEANING
A	Value reported is the mean (average) of two or more determinations. This code shall be used if the results of two or more discrete and separate samples are averaged. These samples shall have been processed and analyzed (e.g. laboratory replicate samples, field duplicates, etc.) independently. Do not use this code if the data are the result of replicate analysis on the same sample aliquot, extract or digestate. Under most conditions, replicate values shall be reported as individual analyses.
B	Results based upon colony counts outside the acceptable range. This code applies to microbiological tests and specifically to membrane filter colony counts. The code is to be used if the colony count is generated from a plate in which the total number of coliform colonies exceeds the method indicated ideal ranges, which are: Total Coliforms: 20 - 80 colonies Fecal Coliforms: 20 - 60 colonies
F	When reporting species, F indicates the female sex; or for FDEP data, the reported value failed to meet the established field quality control criteria for either precision or accuracy, or the sample matrix interfered with the ability to make an accurate field determination, or the value is questionable because of improper field sampling protocols
H	Value based on field kit determination; results may not be accurate. This code shall be used if a field screening test (i.e. field gas chromatograph data, immunoassay, vendor-supplied field kit, etc.) was used to generate the value and the field kit or method has not been recognized by the Department as equivalent to laboratory methods.
J	Estimated value; value not accurate. This code shall be used in the following instances: 1. Surrogate recovery limits have been exceeded. 2. No known quality control criteria exist for the component. 3. The reported value failed to meet the established quality control criteria for either precision or accuracy. 4. The sample matrix interfered with the ability to make any accurate determination; or 5. If the data is questionable because of improper laboratory or field protocols (e.g. composite sample was collected instead of a grab sample). Note: a "J" value shall be accompanied by justification for its use.
K	Off-scale low. Actual value is known to be less than the value given. This code shall be used if: 1. The value is less than the lowest calibration standard and the calibration curve is known to be non-linear; or 2. The value is known to be less than the reported value based on sample size, dilution or some other variable. This code shall not be used to report values that are less than the laboratory practical quantitation limit or laboratory method detection limit.
L	Off-scale high. Actual value is known to be greater than value given. To be used when the concentration of the analyte is above the acceptable level for quantitation (exceeds the linear range or highest calibration standard) and the calibration curve is known to exhibit a negative deflection.
M	When reporting chemical analyses: presence of material is verified but not quantified; the actual value is less than the value given. The reported value shall be the laboratory practical

quantitation limit. This code shall be used if the level is too low to permit accurate quantification, but the estimated concentration is greater than the method detection limit. If the value is less than the method detection limit use "T" below.

When reporting Oxygen Reduction Potential or Temperature indicates a negative value

When reporting Species indicates male sex.

- P Presumptive evidence of presence of material. This qualifier shall be used if:
1. The component has been tentatively identified based on mass spectral library search.
 2. There is an indication that the analyte is present, but quality control requirements for confirmation were not met (i.e., presence of analyte was not confirmed by alternate procedures).
- O Sampled, but analysis lost or not performed. Note: if reporting data to the U.S. Environmental Protection Agency Water Quality Storage and Retrieval (STORET) database, a numerical value must be entered. Such values are not meaningful and shall not be used.
- Sometimes due to insufficient sample, the District will not be able to submit a container for a sample. In these cases, the contract laboratory shall report in the EDD no value (NULL) for all analytes that would be analyzed from the missing container along with an O Qualifier code and a narrative explanation.
- Q Sample held beyond the accepted holding time. This code shall be used if the value is derived from a sample that was prepared or analyzed after the approved holding time restrictions for sample preparation or analysis.
- T Value reported is less than the laboratory method detection limit. The value is reported for informational purposes, only and shall not be used in statistical analysis.
- U Indicates that the compound was analyzed for but not detected. This shall be used to indicate that the specified component was not detected. The value associated with the qualifier shall be the laboratory method detection limit. Unless requested by the client, less than the method detection limit values shall not be reported (see "T" above).
- V Indicates that the analyte was detected in both the sample and the associated method blank. Note: the value in the blank shall not be subtracted from associated samples.
- W SJRWMD Internal Code. Value observed is less than lowest value reportable under T code. This code is used when a positive value is not observed or calculated for a result, i.e. the test instrument or calculation is not capable of producing negative values. In these cases, the lowest reportable value, which is the lowest positive value that is observable, is reported with the W.
- X Value is for a quasi-vertically integrated sample.
- Y The laboratory analysis was from an unpreserved or improperly preserved sample. The data may not be accurate.
- Z Too many colonies were present (TNTC), the numeric value represents the filtration volume.
- I The reported value is between the laboratory method detection limit and the laboratory practical quantitation limit.
- ? Data is rejected and should not be used. Some or all of the quality control data for the analyte were outside criteria, and the presence or absence of the analyte cannot be determined from the data.
- * Not analyzed due to interference. Note: if reporting data to the U.S. Environmental Protection Agency Water Quality Storage and Retrieval (STORET) database, a numerical value must be entered. Such values are not meaningful and shall not be used.

- > SJRWMD Internal Code. Field Blank analyte value is high ($> 2 \times \text{MDL}$) and has been confirmed by rerun. The same analyte for all environmental samples associated with the Field Blank (those samples collected by the same sample collection team using the same collection device on the same date of collection) shall be assigned the > code.
- # SJRWMD Internal Code. See the accompanying narrative explanation for important information from the Project/Data Manager.

The following codes deal with certain aspects of field activities. The codes shall be used if the laboratory has knowledge of the specific sampling event. The codes shall be added by the organization collecting samples if they apply:

SYMBOL MEANING

- D Measurement was made in the field (i.e., in situ). This applies to any value (ex. pH, specific conductance, etc.) that was obtained under field conditions using approved analytical methods. Note: when data is to be entered into STORET, and the parameter code specifies a field measurement (e.g. "Field pH"), this code is not required.
- E Indicates that extra samples were taken at composite stations.
- R Significant rain in the past 48 hours. This code shall be used when the rainfall might contribute to a lower than normal value.
- ! Data deviates from historically established concentration ranges.

**EXHIBIT 4 — ALTERNATE METHOD FOR HIGH-VOLUME
TSS AND HIGH-VOLUME VSS ANALYSES**

High-Volume TSS and High-Volume VSS analyses are required to provide better precision for these tests at the low concentrations common in the Indian River Lagoon (IRL).

- High-Volume TSS and VSS analysis will entail filtering 500 mL of sample instead of the usual 100 ML.
- Extra care should be taken to eliminate saline interference by rinsing the filter at least four times with 20-30 mL aliquots of DI water without allowing the filter to go dry between rinsing's.
- An extra 1-quart sample container (C1) will be provided for the High-Volume analyses.
- Contract laboratory shall run the necessary testing to determine the new MDLs for High-Volume TSS/VSS and report the new MDLs per contract requirements.
- Contract laboratory shall report High-Volume data using the modified test name (i.e., "High Volume TSS", "High-Volume VSS").
- Contract laboratory shall record (but not report) the volume of filtrate for each sample, and report the volume when different from 500 ml. When applicable, the volume of filtrate shall be reported in the "Result Comments" field (Exhibit 2, Data Reporting Format, Item 22).
- When obtaining the 500 mL aliquot for analysis, contract laboratory shall always use the first "C1" container for the original analyses and shall use the second "C1" container for laboratory replicate or rerun analysis.
- If a third analysis is required and there will not be sufficient sample volume in either container, the contract laboratory shall contact the District for instructions. Sample containers shall not be combined (i.e. composited) without written directions from District staff.

Note: Some samples may require rerun analysis based on historical TSS/Turbidity relationship.