



**Request for Information  
RFI-4518-18-SH**

**LABORATORY INVENTORY MANAGEMENT SYSTEM  
(LIMS)**

**RESPONSES DUE:**

June 25, 2018 prior to 2:30 P.M.

**Accepting Electronic Responses Only**

**Responses Only Submitted Through the Rocky Mountain E-Purchasing System  
(RMEPS)**

**[www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)**

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

**Purchasing Representative:**

Susan Hyatt

**Phone: (970) 244-1513**

**[susanh@gjcity.org](mailto:susanh@gjcity.org)**

This solicitation has been developed specifically for a Request for Information intended to solicit informational responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All responders are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

## Overview and Information Introduction

The City of Grand Junction Utilities Department (City) is soliciting Information for a Laboratory Inventory Management System (LIMS). The City will evaluate responses to this RFI to establish budgetary and functional requirements for an anticipated future procurement.

**NOTE: This is not an Invitation for Bid or a Request for Proposal.** Respondents will not receive any individual feedback on their comments and suggestions. The City will review and evaluate all responses for possible inclusion in a final Request for Proposal.

The purpose of this Request for Information (RFI) is to gather information. **No contract or award will be made based on the results of this process.**

The City of Grand Junction is located in Mesa County, Colorado on the western slope of the Rockies, midway between Denver, Colorado and Salt Lake City, Utah. Grand Junction is a full service City operating under a Council-City Manager structure. It is the County Seat and is the largest city on the western slope of Colorado with a population of approximately 62,000 within City Limits and approximately 149,000 county-wide.

Mesa County lies on the Western border of Colorado and covers 3,309 square miles. Five municipalities sit within its boundaries and account for just over 40 square miles. The remainder of the land is unincorporated.

The Tentative Calendar of Events will be:

RFI available	on or about June 8, 2018
Questions Due	June 15, 2018 at noon
Addendum posted, if needed	June 19, 2018
Responses due	June 25, 2018 prior to 2:30 P.M.

## Project Background

The City of Grand Junction Environmental Laboratory Services consists of two physically separate laboratories; the Water Quality Lab and the Environmental/Wastewater Lab. The Water Lab has 1.5 FTEs and the Wastewater Lab has 5 FTEs. Matrices include water, wastewater, sludge and biosolids. Water performs approximately 24,000 tests per year, while Wastewater performs 58,000 per year. It is imperative that all LIMS data be accessible from either laboratory site. The Environmental Lab currently uses Accelerated Technology Laboratories (ATL) Sample Master application that is not meeting the specific needs related to municipal water/ wastewater laboratories.

The City's current IT environment consists of the following:

- A. Microsoft Active Directory environment
- B. Mixture of Windows 7 and Windows 10 computers
- C. MS SQL Server
- D. Office 365 (including Outlook online)
- E. Internet browsers (most current versions): Internet Explorer, Chrome, Firefox
- F. VMWare virtual environment

## Project Goals

The goal of this process is to find a Commercial-Off-The-Shelf (COTS) software solution which will be installed on production and test environments. The laboratories endeavor to increase efficiencies by moving toward a more automated and paperless environment.

Prices submitted as a result of this Request for Information will be used to establish a base price for budgetary purposes only.

## Information Requirements

The desire, at this stage of the process, is to minimize the need for firms to make assumptions about existing equipment, current infrastructure, and installation needs when responding to a future Solicitation. The City is seeking your input into the process. Please address **each one** of the following points in your response. **Include any major or minor items of information, even if not specifically requested, that would normally and reasonably be provided.** **Responses should be labeled and addressed as seen below.** Responses shall include, but are not limited to, the information and descriptions for the following:

- 1) General System Features
  - A. Please describe your experience in implementing Lab Information Management Systems applicable to Water and Wastewater technology.
  - B. Has your LIMS been deployed for more than one year in a Water/Wastewater environment? If yes, please provide names and contact information of all government contracts. If no, please provide information about how long your LIMS has been on the market and the number of governmental customers you have.
  
- 2) Describe the features your system offers to address each of the following:
  - A. Unique order IDs
  - B. Editable field names such as bottle lot number
  - C. Specific trip blank/equipment blank capacity
  - D. Ability to specify the order of information columns
  - E. Contains bar coding and tracking capabilities (print/read/track/entry)
  - F. Chain of custody (COC) generation
  - G. Ability to scan client COCs and attach to client reports
  - H. Work list generation
  - I. Sample prep information fields
  - J. Sample status listing
  - K. Cooler contents list generation
  - L. Auto-sample scheduling
  - M. Auto-test ordering
  - N. Ability to delete test for which no sample was obtained
  - O. Create single component tests and test groups
  - P. Ability to inactivate old tests and order new tests/test groups
  - Q. Tests that retain appropriate reporting limits even if inactivated
  - R. Ability to create/customize auto-order client projects

- 3) Provide information regarding your Data Entry component, including but not limited to:
  - A. Ease of data entry
  - B. Ability to view data entry screens using multiple parameters (date/sample/number/test code/etc. or any combination thereof)
  - C. Ability to capture data with e-Notebooks and import to LIMS
  - D. Entry/validation/approval of results as separate functions
  - E. Results pending report
  - F. Validation and/or approval pending report
  - G. Ability to set significant figures
  - H. Ability to report in different volumes
  - I. Calculation fields for calculated/dilute samples
  - J. Calculation fields for reporting limits based on dilution factor
  - K. Ability to calculate MPN/100 mL data
  - L. Ability to default results
  - M. Ability to handle non-numeric results (<, >, ND-non detect)
  - N. Bar code reading of sample with subsequent result entry – include detail if additional hardware needs to be purchased
  - O. Edit spike/QC samples on the fly if using a different known value than program into the method
  - P. Provide robust “Results Qualifiers” with ‘if-then’ auto flags
  
- 4) Explain your system’s QA/QC component, including but not limited to:
  - A. Enter/track multiple QC standards with different names and concentrations
  - B. Sort batches by multiple fields (date, matrix, customer, etc.)
  - C. Calculation % Recovery/ RPD Matrix, Spikes/Duplicates, etc.
  - D. Run/print single control charts of multiple values (ex: the blank, QC standard, and the 2<sup>nd</sup> QC standard)
  - E. Ability to email manager of exceedances/out of control results prior to report generation
  - F. Follow GLP standards in electronic reporting
  - G. Follow NELAC electronic standards
  - H. Contains full audit trails of every enter/change
  - I. Contains multiple layer security system
  - J. Apply comments to entire QC batch automatically rather than by entering each parameter
  - K. Able to easily match QC batch to their appropriate test run
  - L. Print test comments on control charts
  - M. Ability to export to other software (Excel)
  
- 5) Provide detail regarding your system’s Reporting component, including but not limited to:
  - A. Easily formatted reports
  - B. “Smart” report formats – can enter results into LIMS as an actual value between the MDL and the RL but the report is formatted to print out <RL
  - C. Reports customized to the client
  - D. Contains qualifier section on results
  - E. Specify significant figures and rounding rules
  - F. Specify reporting units (data entry in ppb, report in ppm)
  - G. Ability to notify manager of finalized reports

- H. Ability to transfer or direct interface data into State report formats such as Operation 10/NPDES/DMR/others
  - I. Ability to create and email reports from system
  - J. Ability to import analytical data from reference laboratories
- 6) General/Miscellaneous information – including but not limited to:
- A. Provide details if system is specifically designed for Water/Wastewater applications or merely customized for this application
  - B. Provide interfaces to analytical equipment both uni- and bi-directional
  - C. Provide a client service module to include customer tracking, invoicing, price quotes, project tracking, etc.
  - D. Can the system be maintained with limited or no use of City's IT personnel?
  - E. Software/configuration able to service both a Water Lab and a Wastewater Lab in two (2) different physical locations
  - F. Ability to view/use all lab data on a single database
  - G. Provide tech support
  - H. Provide user training
  - I. Offer future software updates at no additional cost
  - J. Electronic signature (reports) capability
  - K. Ability to have user defined fields (not fixed names)
  - L. Possess an SOP Library
  - M. Possess an Inventory Module plus email auto-warnings of pending action needed (expiration dates/scheduled service/etc.)
  - N. Possess a Scheduling Module
  - O. Possess Workload Module or ability to capture workload
  - P. Possess a Billing Module with client specific programming (costs/volume/discounts, etc.)
  - Q. Support and provide hand held field and bench data logger/ELNs that can be downloaded to the system
  - R. Allow Read Only options for users
  - S. Allow custom Read Only queries for users
  - T. Allow configuration of drop-down lists by laboratory staff
  - U. Provide information for server system requirements and/or information regarding a hosted environment.
- 7) Does your system interface with the following specialized instruments?
- A. Agilent ICP-MS 7500 ce
  - B. Lachat Quick Chem 8500 FIA Series 2
  - C. Radiometer TIM870 Titration Manager
  - D. Dionex ICS 1500
  - E. Mettler Toledo Analytical Balance (2) – LabX software
  - F. YSI DO Meter
  - G. Hach LDO Meter – WIMS software
  - H. Thermo Orion pH/ORP Meter (3)
  - I. YSI Sonde 6600 V2
  - J. Cost of interfaces, if any
- 8) Data transfer: Please explain how current LIMS data will be transferred or converted to the new LIMS system.

- 9) Quality control/Quality assurance:
  - A. Please explain how your organization will ensure quality in the services you provide.
  - B. The City expects the contracted organization to act in good faith at all times when responding to audit requests by the City; including but not limited to, being available to the City by phone and/or email, and responding to information and document requests.
- 10) Technical support: Please explain your technical support services, including support structure, response time, support contact costs, etc.
- 11) Estimate costs: Please provide detailed costs for providing services.
- 12) Additional information: Please provide any comments or suggestions you may have regarding this RFI.

## Administrative Requirements and Instructions

1. **Request for Information package:** *Each Information response shall be submitted in electronic PDF format only through the Rocky Mountain E-Purchasing website at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). This site offers both “free” and “paying” registration options that allow for full access of the City’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.)* The RFI document can also be viewed at [www.gjcity.org/business-and-economic-development/bids](http://www.gjcity.org/business-and-economic-development/bids). Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**)
2. **Public Opening:** Responses shall be opened in the City Hall Auditorium, 250 North 5<sup>th</sup> Street, Grand Junction, CO 81501, immediately following the solicitation deadline. Offerors, their representatives and interested persons may be present. Only the names and locations on the proposing firms will be disclosed.
3. **Questions Concerning RFI:** Any questions concerning this project shall be directed to: Susan Hyatt at the City of Grand Junction, Colorado 250 N, 5<sup>th</sup> Street, Grand Junction, Colorado 81501, E-mail [susanh@gjcity.org](mailto:susanh@gjcity.org).
4. **Confidential Material:** All materials submitted in response to this Solicitation shall ultimately become public record and shall be subject to inspection after contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **“Confidential Disclosure”** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the City. If denied, the respondent shall have the opportunity to withdraw its entire response, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total response shall be considered confidential or proprietary.

## Signature Form

### RFI-4518-18-SH LIMS

\_\_\_\_\_  
Company Name – (Typed or Printed)

\_\_\_\_\_  
Authorized Representative – (Typed or Printed)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
E-mail of Representative

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Date