

March 16, 2026

Prospective Bidders

RE: Louisville Water Treatment Plant – Request for Lead and Copper Testing/Collection Quotes

The City of Louisville (City) is seeking quotes from qualified contractors to provide all the services needed to complete the City's CDPHE required 2026 annual regulatory samples as well as local schools and daycares in line with LCR requirements. Services will include the collection, testing, and reporting of Lead and Copper compliance samples. The contractor selected should provide pricing for Sampling Kits, Laboratory Analysis & Assistance, resident notification letters, Public Educational Outreach, and the ability to identify and sample schools and daycares that will fall under future requirements. Public Outreach includes water customers and school & childcare facility education along with sampling coordination.

Scope of Work

The City of Louisville (City) is seeking quotes from qualified contractors to assist the City with meeting CDPHE Lead and copper sampling requirements (LCR) for the 2026 calendar year. Services will include the collection, testing, and reporting of Lead and Copper compliance samples.

Status of collection updates should be automated through a website or via email from the chosen consultant. The requirement is a minimum of 30 tests for the year with an additional 30 on an as needed basis. Sampling will take place from June 1, 2026, to September 30, 2026. The contractor will be required to submit all results and state reporting forms to the City no later than November 2, 2026.

Additional scope will include identifying and sampling all required schools and daycares in the City. The City estimates there are 25-30 of these sites but the selected contractor will be responsible for the full identification to meet regulatory requirements.

Bid Details

▪ Sampling Kits and Sample Analysis:

- Sample Kits must be EPA approved.
- Provide consumer friendly sampling kits in response to customer requests, compliance, or other direct resident sampling requests according to an approved sampling plan. Aid in re-sampling procedures and notifications as needed.
 - Resampling may occur due to:
 - Invalid samples (improper hold time, damaged container, insufficient volume, etc.).
 - Sampling errors or incomplete documentation.
 - Follow-up sampling after an action level exceedance.
 - The contractor shall provide replacement sampling kits and assist with notification and coordination for resampling events.
- Drop ship sampling kits, including sampling instructions directly to residents.
- Manage all shipping & logistics of sampling kits to the customer, laboratory, and school/childcare facility.
- Provide multiple sampling kit options including 1L bottle and 1st/5thL bottle kits that meet the LCR requirements.
- Ability to provide pre labeled sample bottles for school/childcare facility sampling.

- Laboratory must be certified for an approved Lead and Copper Analysis method by the State of Colorado.
- Quotes must include price per test. A test should be a total cost per sample and include all charges including shipping, materials, testing, collections, labor, postage, etc.
- Quote must include pricing for school and daycare identification and sampling. A test should be a total cost per sample and include all charges including shipping, materials, testing, collections, labor, postage, etc.
- **Public Education and Outreach Assistance, including Schools and Daycares:**
 - Provide customer notifications as required by LCR.
 - 24-hour notification requirements (individual customer and entire water system as required in the Rule Revisions).
 - Assist in the development of outreach, educational, and promotional materials as needed.
 - Ability to provide training for school and daycares to collect samples.
 - Ability to provide properly formatted data for integration into the City's GIS system.
- **Communication and Coordination:**
 - The contractor shall participate in the following coordination meetings (virtual):
 - Project kickoff meeting prior to sampling season.
 - Mid-season status meeting during the sampling period.
 - Final review meeting following submission of results.
 - The contractor shall provide periodic updates on:
 - Number of samples collected.
 - Outstanding sampling locations.
 - Laboratory analysis status.
 - Any sampling issues requiring City input.
 - Status updates should be provided at least bi-weekly during the sampling season unless otherwise agreed upon.

Miscellaneous Requirements

- Sample Results, consumer letters and state reporting data must be provided in PDF and **CSV format** to the City by **November 2, 2026**.
- The proposal should include a description of the services and how the candidate intends to meet the City's needs outlined above on how they will be implemented.
- Documentation that the City are owners of the data collected. Include a clear description of how and the frequency that data will be transferred to the City. Additionally, note how private information is handled during and after the project is completed.
- Quotes must include references from at least three projects with similar requirements that have been completed during the past five years. References must include email address and phone number of client contact.
- Services will be conducted during normal business hours: Monday through Friday from 7:00 am until 4:00 pm. No weekend or after hour services will be conducted unless needed.
- All sampling and analysis shall comply with requirements established by the Colorado Department of Public Health and Environment and the U.S. Environmental Protection Agency under the Lead and Copper Rule.

Quotes will be accepted until **2:00 PM Mountain Time on April 10th, 2026**. Late quotes will not be accepted. No quotes may be withdrawn within a period of sixty (60) days after the quote deadline. Quotes shall be submitted via email and with a subject of "**City of Louisville – Lead and Copper RFQ Quotes**", to:

tdepew@louisvilleco.gov
 Trevor DePew
 Water Treatment Supervisor
 1955 N. Washington Ave.
 Louisville, Colorado 80027

Questions submitted to:

Trevor DePew
Water Treatment Supervisor
303-818-0042
tdepew@louisvilleco.gov

Quote Submission Schedule		
Event	Date	Time
Advertisement	March 16, 2026	N/A
Inquiry Deadline	April 7, 2026	2:00 pm
RFQ's Due	April 10, 2026	2:00 pm

Standard Terms and Conditions

When preparing a proposal for submission in response to this RFQ, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

- This request for quotes is not an offer to contract. The provisions in this RFQ and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all quotes, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFQ at any time, and to re-solicit quotes.
- Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The fiscal year for this quote ends on December 31, 2026.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted quotes or other entities as they deem necessary or appropriate to assist in the evaluation of any quote or to secure maximum clarification and completeness of any quotes.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFQ process.
- All responses to this RFQ become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.

Quote Form

Service Item	Unit	Estimated Quantity	Unit Cost	Total Cost
Residential Lead & Copper Sampling Kit + Analysis	Per Sample	30		
Optional Additional Residential Samples	Per Sample	Up to 30		
Resampling (if required)	Per Sample	As Needed		
School/Childcare Facility Sampling	Per Sample	25-30		
Identification of Schools/Childcare Facilities	Lump Sum	1		
Public Outreach/Educational Materials	Lump Sum	1		
Training for School/Childcare Sampling	Lump Sum	1		
Resident Notification Letters	Per Letter	Estimated		

Total Proposed Cost: \$ _____