

Lake County Office of Procurement Services
RFP 25-910: Analytical Laboratory Services
RFP Selection Committee Meeting Minutes
Contracting Officer: Bill Ponko, Office of Procurement Services

April 2, 2025

Begin Time: 2:00 PM,

Adjourn Time: 2:50 PM

❖ Bill Ponko:

- Stated that this is a public meeting
 1. Stated that members of the public may listen, but not take part in discussions
- Identified the solicitation name
- Solicitation was a Request for Proposals
- Noted:
 1. Two (2) Addenda were posted
 2. Closing Date was March 20, 2025
- Took roll of the Selection Committee (SC) members:
 1. Cathie Catusus, Office of Parks and Trails, Water Resources
 2. Brad Russ, Office of Parks and Trails, Mosquito Control
 3. Cindy Blevins, Office of Solid Waste
- Noted that the three (3) firms providing proposals were:
 1. Advanced Environmental Laboratories, Inc.
 2. Eurofins Environmental Testing, LLC
 3. Pace Analytical Services, LLC
- The method of selection will be based upon the vendor's ability to perform via the written criteria, Section 7, on pages 2-3 of the RSQ.
- Noted that electronic copies of the proposals were distributed to the SC, by Procurement.
- Noted that scoring sheets were distributed to the committee prior to the meeting
- Noted that Conflict of Interest Statements were also distributed to the SC prior to the meeting, and all were returned with no issues.

❖ Selection Committee:

- Provided their analysis for each firm.
 1. Advanced Environmental Laboratories, Inc.
 2. Eurofins Environmental Testing, LLC
 3. Pace Analytical Services, LLC
- Short Listed Selection for location visits and tours (alphabetically)
 1. Eurofins Environmental Testing, LLC
 2. Pace Analytical Services, LLC
- Procurement Services will notify the shortlisted firms of the forthcoming date, time, and location of the County staff visits and tours of their location.

❖ Meeting Adjourn