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The Morning Star

# NORTHERN CHEYENNE TRIBE

P.O. Box 128  
LAME DEER, MONTANA 59043



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Request for Proposal  
Surface Water Quality Laboratory Analysis  
Northern Cheyenne Environmental Protection Department  
December 30, 2019

The Northern Cheyenne Department of Environmental Protection (NCEPD) is currently seeking laboratory services for the analysis of surface water samples collected on the Northern Cheyenne Reservation.

## I. Introduction

The USEPA provides funding to assist the NCEPD with the chemical analysis of surface water sampling collected in Tribal waters within the boundaries of the Northern Cheyenne Reservation. A Quality Assurance Project Plan (QAPP) with corresponding Standard Operating Procedures for sample collection is followed to ensure credible samples are collected. Monthly samples are collected from April to September from the Tongue River watershed and Rosebud Creek watershed with a total of 16 sites included for the CWA §106 water quality program and CWA §319 Nonpoint Source program. All samples are stored properly prior to being delivered for Laboratory analysis. A sample chain of custody is filled out to accompany the samples which are submitted and custody signed over to the Laboratory. All documentation is kept on file with the Tribal Water Quality Coordinator and Nonpoint Source Coordinator.

## II. Scope of Work to be performed for water quality laboratory analysis.

1. Perform laboratory analysis on surface water samples submitted for chemical and physical analysis.
2. Laboratory analysis is for parameters selected by the Tribal water quality programs under Clean Water Act §106 and §319.

## III. Reporting

1. Provide Electronic Laboratory chemical analysis report compatible with WQX/STORET Template for analytical data detected and reported on samples.

## IV. Documentation

1. Provide Quality Assurance Manual for laboratory analysis.
2. Provide Qualifications of Laboratory staff performing analysis.

Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to submitting a bid in accordance with the Northern Cheyenne TERO Ordinance. The Contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. Box 308, Lame Deer, MT 59043, or phone 406-477-6505, and you will be directed to the appropriate personnel to assist you.

Please submit your bid, one Proposal per Contractor to the Northern Cheyenne Tribe Finance Office before January 15, 2020 at 4:00 p.m. All bids must be hand delivered in a sealed envelope and marked Surface Water Sampling Laboratory Analysis Proposal. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All Required documents must be in the sealed bid prior to opening. Bid opening will be January 15, 2020 at 4:00 p.m. No bids may be withdrawn after the scheduled time for the public opening of bids. If you have any questions please contact Renessa Russette at the N.C. Procurement Office. Phone #477-4810.

#### REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding the work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from non-Indian owned contractors. In evaluation of the bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract nor to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The N.C.T. reserves the right to reject any and all bids and to re-advertise according to the best interests of the N.C. Tribe. The N.C. Tribe reserves the right to waive any irregularities or informalities in regard to bids and the bid process.

Renessa Russette, Procurement Planning Officer (1st publication): December 30, 2019  
P.O. Box 128  
Lame Deer, Montana 59043