

REQUEST FOR QUOTATION

August 20, 2019

PROJECT: **Analysis of Toxic Organic Compounds:
Method TO-15**

QUOTES DUE BY: **5:00 PM on Wednesday, September 4, 2019**

OVERVIEW

The San Joaquin Valley Unified Air Pollution Control District (District) participates in community air monitoring as required by California Assembly Bill 617 (AB 617). As a part of the air monitoring network, the District will collect ambient air samples to determine local species of volatile organic compounds (VOCs). The District is seeking a laboratory to perform EPA Method TO-15 analysis on these routine canister samples and submit the findings back to the District.

The District is issuing this Request for Quotation (RFQ) in order to retain a qualified contractor who will analyze canisters collected through June 2020. This contract is for one year only and can be renewed every year after.

To be considered for this project, contractors must meet the minimum eligibility requirements, and submit cost-effective proposals that satisfy this RFQ's quotation requirements. The District will pay on a per canister basis. Payments will be made subsequent to proper verification of completed monthly data submission to the District, confirming that the work was completely and satisfactorily carried out.

Because District funding for the project may include State funds:

- Contractor shall comply with all federal and state conflict of interest laws, statutes, and regulations, which apply to performance of this Agreement and shall be applicable to all parties and beneficiaries and any officer, agent, or employee of District under this Agreement.
- The contractor must not be presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation or otherwise excluded from or ineligible for participation under federal assistance programs. Contractor must ensure that all subcontractors employed for conduct of this project also certify compliance with this provision of law to the contractor.

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- A contractor or any individual identified in the proposal that appears in the Excluded Parties List System (EPLS) is not eligible for award of a contract. The EPLS is a central registry that contains information regarding entities debarred, suspended, proposed for debarment, excluded, or otherwise declared ineligible from receiving Federal contracts. Access to the EPLS is available at www.epls.gov.
- The contractor certifies by signing the signature page of the original copy of the submitted proposal and any amendment signature page(s) that the proposer is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs.

The contractor will provide certification that commercial general liability insurance coverage (\$1,000,000 per occurrence) for bodily and personal injuries or for property damage as well as Workers Compensation Insurance as in accordance with the California Labor Code are obtained and are in full force.

The District reserves the right to reject any and all quotations, and to make no awards.

SUBMITTAL INSTRUCTIONS

A contractor who submits a quotation in response to this RFQ must adhere to the following instructions:

1. The deadline for submitting quotations is 5:00 PM on Wednesday, September 4, 2019. Quotations received after this time and date will not be accepted.
2. Quotations are to be mailed or emailed to the following address:

San Joaquin Valley Unified Air Pollution Control District
Attn: Bradley Dawson
Supervising Air Quality Instrument Specialist
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244
brad.dawson@valleyair.org

3. The envelope should be marked with title "Quotation for Analysis of Toxic Organics: Method TO-15"

MINIMUM ELIGIBILITY REQUIREMENTS

Contractors must meet the following minimum eligibility requirements:

1. Successful completion of TO-15 analyses for a public agency within the last 5 years.
2. Completion of Attachment A (Itemized Cost List).

QUOTATION REQUIREMENTS

At a minimum, submitted quotations are to individually address the above 2 'Minimum Eligibility Requirements' and numbers 2 through 6 of the below 'Quotation Requirements:'

1. Not exceed 24 pages in length (including cover letter and reference material) and pages must be numbered.
2. Describe previous experience in the documentation and analysis of Toxic Organics using Method TO-15 (references are required).
3. Provide qualifications of contractor staff who will be assigned to this project and describe the role of each assigned staff member to be used in the project.
4. Generally describe the process that the contractor will use in the analyses of the samples.
5. Include a price quote on Attachment A (Itemized Cost List) for the analysis of an Audit Sample or Performance Evaluation that the District may request.
6. Include a price quote for each of the following items on a per canister basis:
 - a. The cost of analysis of the canisters.
 - b. The cost of the creation of the report.
 - c. Documentation of invalid samples and missing sample runs.
 - d. The evacuation, cleaning, and certification of sample canisters.
 - e. The repair of canisters by part:
 - i. valve
 - ii. gauge
 - iii. elbow

GENERAL PROJECT GUIDELINES

The following is a description of the general project guidelines, requirements, and responsibilities that both the District and contractor will hold during the life of the project:

1. At any time the District may require that the contractor successfully complete an analysis of an Audit Sample or Performance Evaluation in order for the District to evaluate the performance of the lab.
2. Per year, there are expected to be a potential of **up to 420** samples sent to the contractor for analysis.
3. The contractor shall perform EPA Method TO-15 (the District will not allow for different collection or sampling devices other than what is currently in use).
4. All compounds to be analyzed for this quote will be listed in Attachment B.
5. The District will supply the VOC samples in 6L Silonite Entech canisters owned by the District.
6. If warranted, the contractor shall provide the District specific instructions detailing the specific procedures for shipping the canisters. If the contractor prefers that the collected samples be returned to them using a specific kind of container, other than what the District proposes to use, then the contractor must supply these materials to the District as part of the contract. The containers/shipping materials must meet all of Department of Transportation and Federal Aviation Administration requirements for safe handling and transport provided by shipping companies like UPS or FedEx. If the contractor desires the District to use a particular written form for tracking the exposed sample (i.e. a 'Chain of Custody' (COC) form other than the form the District provides), the contractor will supply a sufficient quantity of these forms for use by District staff.
7. Analyzed, cleaned, and certified canisters shall be in the District's possession within 11 days of the contractor receiving them. All canisters are to be shipped via UPS ground shipping. If canister shipments need to be expedited, then the contractor is responsible for any additional cost. The contractor will contact and coordinate with the District with regards to shipping locations and addresses. The contractor is responsible for all recording keeping regarding the shipping of canisters to the individual District locations, recording the number of canisters being sent to each location, and the shipment's date. The District is responsible for all shipping costs of canisters (including audit samples) sent to the District and/or returned to the contractor for this job. The contractor shall be responsible for the shipping cost of canisters that are returned to the District with unacceptable conditions, such as less than -20 PSI of vacuum, missing fitting caps, or with a broken gauge. The certification tag shall include a check list for these items.

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8. The contractor will make any needed repairs to the canisters such as valve, gauge, or elbow replacement. Payment for any such repairs shall be in accordance with the contract.
9. The contractor is responsible for all record keeping and shipping costs of other materials being sent to the District and/or the audit laboratory for this project. The District is responsible for recording keeping and shipping costs to return the above mentioned materials (other than canisters) to the contractor.
10. Payment schedule:
 - a. Since this is a short term contract, the District prefers invoicing when all the work is completed to the satisfaction of the District. Upon receiving the invoice, the District ensure that all of the contract requirements are met. Once everything is verified, the contractor will send a single invoice to the District and payment will be made.
 - b. The District recognizes that some respondents require monthly invoices and that is also acceptable to the District. Once the District has concluded that the monthly deliverables are acceptable the contractor may submit a monthly billing statement based upon the site, sample collection date, and time of sample collection and the number of samples for that month. The billing will not be based on the date of the 'Chain of Custody' form, the date the canisters were received at the laboratory, or the date of the laboratory's internal tracking system. Each monthly billing will list the gross amount but will invoice at 90% as 10% will be retained until all three month's billings and all services (analyses, reports, audits, performance evaluations, etc.) are successfully completed and rendered to the satisfaction of the District. The 10% retained is the District's guarantee for satisfactory completion. When all of the above prerequisites have been completed and deemed satisfactory, the District will accept an invoice for the retained amount and the final payment will be dispensed.
11. The contractor shall retain and archive a copy of all paper and electronic records of this project for a minimum of three (3) years. The archived records will include any documentation pertaining to the analysis and reduction of raw and processed data, including calibrations, samples, and run sequences. In the case where there is a need of clarification or investigation of the reported data, the contractor will provide any and all necessary information as requested so that the entire analysis can be reconstructed.
12. The contractor will be available by phone to discuss issues related to this project on the same business day that the District places the call with the contractor. The contractor shall notify the District immediately upon the discovery of any irregularities during the course of the project.

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13. It is understood by the Contractor that time is of the essence in the performance of this project.
14. Since an Agreement for this project will likely exceed Ten Thousand Dollars (\$10,000), the contractor will be subject to examination and audit of the auditor general for a period of three (3) years after final payment under contract.

QUALITY CONTROL REQUIREMENTS

The following procedures will be employed to ensure the quality of the project and the resulting data:

1. The contractor is to provide their own certified EPA Method TO-15 Reference for calibration standard purposes. The reference must include the TO-15 VOC Target Compounds. These references must be traceable to a National Institute of Standards and Technology (NIST) standard.
2. Samples shall be promptly analyzed to prevent degradation of the hydrocarbon species, and to facilitate timely return of the canisters to the District. Analyzed, cleaned, and certified canisters shall be returned and be in the District's possession within 11 days of the contractor receiving them. All canisters are to be shipped via UPS ground shipping. If canister shipments need to be expedited, then the contractor is responsible for any additional cost.
3. The contractor will analyze contents of only the valid samples as identified in District 'Chain of Custody' (COC) forms. The contractor will not analyze contents of invalid samples. For invalid samples, the contractor will repair canisters as necessary, and prepare, clean, and certify canisters for subsequent sampling. The contractor will appropriately document missing samples.
4. Upon completion of analysis, the contractor will evacuate, clean, and certify each canister for future sampling and analysis before returning it to the District. Preparation shall include cleaning the canister, vacuum verification of -30 PSI and leak testing. Canisters received with less than -20 PSI will be deemed defective with a leak problem and returned for correction at the contractor's expense.
5. The contractor will analyze and include in the reports one (1) clean and certified canister per day as a part of the quality control certification process. Another report is to include the number of canisters passed and failed with regards to the total number of canisters that went through the certification process.
6. The contractor will provide written documentation indicating the methodology used for analytical instrument calibration, analysis and quality control/assurance. Copies of all related paperwork used to conduct data analysis such as

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chromatograms, instrument calibrations, etc., shall be supplied to the District in an electronic form (Flash Drive, Compact Disc, etc.)

7. At no additional cost, the contractor will analyze for audit purposes, any canister(s) sent to the contractor by a CARB, USEPA, and/or EPA approved National Air Toxics Trend Stations (NATTS) Laboratory designated by the District. The contractor shall provide copies of these audit results to the District. The results shall include all pertinent information regarding calibration reports and standard certificates.

DATA REQUIREMENTS

The following is a list of requirements for the collection and reporting of the data involved in this project:

1. The contractor will report data for the compounds targeted in Attachment B per EPA Method TO-15.
2. Laboratory equipment must be capable of detecting and measuring levels of VOCs as low as one (1) parts per billion carbon (ppbc) and report all detection levels.
3. Reported data is to meet EPA guidelines for Method TO-15 documentation.
4. Data is to be reported to the District in parts per billion volume (ppbv).
5. All measured values are to be reported. Any data below the Practical Quantification Limit (PQL) will be reported and flagged with "LJ". All non-detectable data will be reported as zero and flagged with "ND". Other Qualifier Codes can be used if necessary.
6. The contractor will submit monthly e-mails summarizing the analyzed data during the course of the project.
7. The contractor's monthly data files and reports will provide the resulting data on a single CD, DVD, flash drive, or other means as determined between the contractor and the District:
 - a. This CD, DVD, flash drive, or other means will be sent to the District after all the data is final and organized.
8. All laboratory activities and completed data file uploaded reports are to be submitted to the District by **no later than November 30, 2020.**

EVALUATION OF RESPONSES TO THIS RFQ

Each response to this RFQ will be evaluated with particular emphasis on how well the respondent complies with the information requested in this RFQ, experience in Method TO-15 laboratory analysis, cost of postage, and cost for services as shown on Attachment A. Not providing all of the information requested in this RFQ will lower the overall score and may be grounds to disqualify the response from further review.

INQUIRIES

Technical and administrative questions concerning this RFQ should be directed to Brad Dawson, Supervising Air Quality Instrument Specialist, San Joaquin Valley Unified Air Pollution Control District at brad.dawson@valleyair.org or (559) 230-6000. An editable copy of Attachment A (Itemized Cost List) is available on request.

Attachment A

Itemized Cost List

Itemized Cost List for TO-15 Laboratory Analysis

Show all costs on the following table.

Cost per Canister	Costs
Cost per analysis of each valid sample	
Cost per canister for evacuation, cleaning, & certification	
Cost of audit sample or performance evaluation	
Costs of Repairs	
Cost per canister for the repair of the valve	
Cost per canister for the repair of the gauge	
Cost per canister for the repair of the elbow	
Other costs not included in the above	
1.	
2.	
3.	
Sub-Totals	
Cost of <i>up to</i> 420 canisters analysis, cleaning, & certification	
Cost of preparing and reporting data from <i>up to</i> 420 samples to District	
Cost of repairing the value, gauge, and elbow of 12 canisters	
Cost of one (1) audit sample or performance evaluation	
Total cost for 'Other Costs'	
Grand Total for Project (Sum of the Sub-Totals)	

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Attachment B

Potential Target TO-15 Compounds

1,1,1-Trichloroethane	Chloromethane
1,1,1,2-Tetrachloroethane	<i>cis</i> -1,2-Dichloroethene
1,1,2-Trichloroethane (TCA)	<i>cis</i> -1,3-dichloropropene
1,1-Dichloroethane	Cyclohexane
1,1-Dichloroethene (DCE)	Dibromochloromethane
1,2,4-Trichlorobenzene	Dichlorobromomethane
1,2,4-Trimethylbenzene	Dichlorodifluoromethane (CFC-12)
1,2-Dibromoethane (EDB)	Dichlorotetrafluoroethane (CFC-114)
1,2-Dichlorobenzene	Ethyl acetate
1,2-Dichloroethane	Ethylbenzene
1,2-Dichloropropane	Heptane
1,3,5-Trimethylbenzene	Hexachlorobutadiene
1,3-Butadiene	Hexane
1,3-Dichlorobenzene	Isopropyl Alcohol
1,4-Dichlorobenzene	m,p-Xylene
1,4-Dioxane	Methyl methacrylate
2-Butanone	Methyl tert-butyl ether (MTBE)
2-Hexanone	Methylene chloride
4-Ethyltoluene	Naphthalene
4-Methyl-2-pentanone (MIBK)	O-Xylene
Acetone	Propylene
Acrolein	Styrene
Benzene	Tetrachloroethene (PCE)
Benzyl chloride	Tetrahydrofuran
Bromoform	Toluene
Bromomethane	<i>trans</i> -1,2-Dichloroethene
Carbon disulfide	<i>trans</i> -1,3-dichloropropene
Carbon tetrachloride	Trichloroethene (TCE)
CFC-113	Trichlorofluoromethane (CFC-11)
Chlorobenzene	Vinyl acetate
Chloroethane	Vinyl chloride
Chloroform	