

REQUEST FOR QUOTATION

January 5, 2012

PROJECT: Analysis of DNPH Aldehyde Cartridges

QUOTES DUE BY: 5:00 PM on Friday, January 27, 2012

OVERVIEW

The San Joaquin Valley Unified Air Pollution Control District (District) participates in the United States Environmental Protection Agency (USEPA) Enhanced Photochemical Assessment Monitoring Station (PAMS) monitoring program. Part of this program involves sampling for aldehydes using Dinitrophenylhydrazene (DNPH) loaded cartridges adhering to the most current USEPA PAMS Technical Assistance Document (TAD). The District is issuing this Request for Quotation (RFQ) in order to retain a qualified contractor who will analyze cartridges collected in 2012. This contract is for the 2012 PAMS season only, providing funding is appropriated in the District's 2012 - 2013 budget. The District has the discretion to renew this contract for 2013 if the following conditions are met:

- The District's 2013 - 2014 budget allows for the funding allocation for the 2013 PAMS season
- The requirements and responsibilities as stated below in '**General Project Guidelines**' were met to the District's satisfaction in 2012
- The procedures to ensure the quality of the project and resulting data as stated below in '**Quality Control**' were met to the District's satisfaction in 2012
- The collection and reporting of the data as stated below in '**Data Requirements**' were met to the District's satisfaction in 2012
- The District has a good working relationship with the contractor

Only contractors who have successfully completed similar PAMS analyses for a state or local air quality agency within the last two years will be considered for this project. Contractors who do not currently meet this prerequisite are encouraged to solicit contracts from other state and local agencies, in order to qualify in future years.

The District will pay on a per cartridge basis, and will fully pay for services rendered only when required performance audits are completed successfully as established per the contractual agreement. The District will retain 20% from each monthly invoice. This 20% retention will be paid when the audits are passed, and after the data is successfully loaded into AQS.

San Joaquin Valley Unified Air Pollution Control District

In order for a contractor to be eligible for award of this contract, the contractor must not presently be debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation or otherwise excluded from or ineligible for participation under federal assistance programs. Should a contractor be awarded a contract, the signing of a non-debarment certification will be required.

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 Friday, January 20, 2012. Quotations received after this time and date will not be accepted.
2. Quotations are to be mailed to the following address:

San Joaquin Valley Unified Air Pollution Control District
Attn: Peter Biscay
Air Quality Specialist
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244
3. The envelope should be marked with title "Quotation for Analysis of DNPH Aldehyde Cartridges."
4. Include five (5) hard copies and one (1) electronic copy of the quotation.

QUOTATION REQUIREMENTS

At a minimum, submitted quotations are to:

1. Not exceed 24 pages in length (including cover letter and reference material).
2. Describe previous experience in the documentation and analysis of DNPH Aldehyde Cartridges (references and/or letters of recommendation 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. Describe the process that the contractor will use in the analyses of the samples.

5. Describe previous experience in the usage of the EPA-AIRS data format.
6. Describe previous experience with the current USEPA PAMS TAD for DNPH Aldehyde Cartridges.
7. Include an example of the reports that will be submitted during the course of this project.
8. Include a price quote for the analysis of the pre-contract awarded audit sample and performance evaluation (explained below).
9. Include a price quote for each of the following items on a per cartridge basis:
 - a. The cost of analysis of the cartridges;
 - b. The preparation and certification of sample cartridges; and
 - c. Documentation of invalid samples and missing sample runs.

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. Before the award of a contract, the contractor shall successfully complete an analysis of an audit sample in order for the District to evaluate the performance of the lab. A contract shall not be awarded if this performance evaluation audit is not passed. The performance evaluation is considered passed if the measurement of each compound is within $\pm 25\%$ of the known value. The results of the sample audit analysis must be submitted by March 2, 2012.
2. In 2012, there will be approximately 291 samples sent to the contractor for analysis, depending on the number of samples collected. PAMS sampling will be conducted during the months of June, July and August of 2012. A preseason audit sample is planned for February and a postseason audit sample will occur in late August or early September. In addition, a midterm audit sample may be requested by the District.
3. The contractor will supply the cartridges necessary for the performance of the pre and post PAMS season audits to CARB, USEPA, and/or EPA approved NATTS Laboratory designated by the District.
4. The contractor shall perform DNPH Aldehyde cartridge analyses using the USEPA PAMS TAD. Required species: Formaldehyde, Acetone, Acetaldehyde, and Benzaldehyde. Additional species are encouraged.

San Joaquin Valley Unified Air Pollution Control District

5. The contractor will supply **new** cartridges with DNPH loaded on a silica gel substrate. The contractor will initially ship 100 cartridges to the District before April 15, 2012 and thereafter periodically ship appropriate quantities for re-supply.
6. The contractor will be available by phone to discuss issues related to this project during 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.
7. 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.
8. If warranted, the contractor shall provide to the District specific instructions detailing the procedure for handling the cartridges. If the contractor prefers that the collected samples be returned to them using a specific kind of container and/or cooling material, 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), the contractor will supply a sufficient quantity of these forms for use by District staff.
9. The contractor is responsible for all shipping costs of the cartridges and other materials being sent to the District and/or the audit laboratory for this project. The District is responsible for shipping costs to return exposed cartridges to the contractor.
10. The contractor is to have general liability insurance for at least One Million Dollars (\$1,000,000.00) for bodily or personal injuries or for property damage as well as Workers Compensation Insurance in accordance with the California Labor Code.

QUALITY CONTROL

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

San Joaquin Valley Unified Air Pollution Control District

1. The contractor will ensure that upon receipt of the cartridges, they will be immediately placed in a refrigerated and isolated environment of approximately 4 degrees Celsius to prevent degradation of the samples. The contractor will also ensure the samples will be promptly analyzed for the same reason.
2. The contractor shall provide the District “gold ring” cartridges **only**. The District will reject any cartridges not of this kind.
3. Only **new** Waters-brand cartridges are to be supplied by the contractor, and proof of the shelf life must be submitted to the District with every shipment. Cartridges must be kept unexposed to sunlight, be no more than six (6) months old, and be maintained under a monitored temperature of approximately 4 degrees Celsius. The District will not accept used/reconditioned cartridges.
4. At least one (1) cartridge in each lot is to be analyzed for purity by the contractor prior to shipment. A copy of this analysis is to be forwarded to the District by including the report with the shipment of cartridges.
5. The contractor will supply the District with an adequate quantity of denuders for four (4) Xontech Model 925 carbonyl samplers. Such denuders must adhere to the USEPA PAMS TAD. The construction material must be glass or copper tubing, and be filled with a saturated solution of potassium iodide (KI).
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 chromatograms; instrument calibrations, etc. shall be supplied to the District as a hard copy and in electronic PDF form.
7. At no additional cost, the contractor will analyze for quality control purposes any audit cartridge(s) sent to the contractor by a CARB, USEPA and/or EPA approved NATTS Laboratory designated by the District. 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 only report data according to the EPA’s list of VOC Target Species for PAMS. PAMS VOC Target Species for analyses and AIRS code numbers are listed at the end of this RFQ.

San Joaquin Valley Unified Air Pollution Control District

2. Laboratory equipment must be capable of detecting and measuring levels of VOCs as low as one (1) PPBc.
3. Reported data is to meet Level IV criteria according to EPA guidelines for PAMS documentation.
4. Data is to be reported in both PPBv and PPBc.
5. The data formatted for upload to the AIRS database is to utilize PPBc.
6. 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.
7. The contractor will submit monthly reports summarizing the analyzed data during the course of the project.
8. The contractor will provide the resulting data in 3 forms:
 - a. Electronic AIRS file format;
 - b. Compact Disc individually labeled per site and per month; and
 - c. Hard copy printouts in 4-inch binders, tab separated, and labeled per trend or episode batch. Each batch report must identify the station name, station AIRS code, and sample date.
9. The completed data file is to be submitted to the District **no later than October 31, 2012**. In accordance with the contract, data submittal delay and format problems will be subject to financial penalties. The contractor is responsible for QC/QA of the AIRS files. Files that do not correctly upload will be returned to the contractor for revision.

INQUIRIES

Technical and administrative questions concerning this RFQ should be directed to Peter Biscay, Air Quality Specialist, San Joaquin Valley Unified Air Pollution Control District at peter.biscay@valleyair.org or (559) 230-6000.