

# REQUEST FOR QUOTATION

January 5, 2011

**PROJECT:** Analysis of Non-Methane Organic Compounds

**QUOTES DUE BY:** 5:00 PM on Friday, January 27, 2011

## 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 non-methane organic compounds (NMOC) adhering to the most current USEPA PAMS Technical Assistance Document (TAD), using SUMMA stainless steel canisters. The District is issuing this Request for Quotation (RFQ) in order to retain a qualified contractor who will analyze samples 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 canister basis, and will fully pay for services rendered only when required performance audits are completed successfully as established by 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.

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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 Non-Methane Organic Compounds."
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 PAMS canisters (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.

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5. Describe previous experience in the usage of the EPA-AQS data format.
6. Describe previous experience with the most current USEPA PAMS TAD for PAMS VOC Target Species.
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 award audit sample and performance evaluation (explained below).
9. 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 evacuation, cleaning, and certification of sample canisters;
  - c. The repairing of canisters; and
  - d. 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 530 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 District will supply the NMOC samples in 6L SUMMA stainless steel canisters owned by the District.
4. The contractor shall perform NMOC analyses using the USEPA Method TO-14A in conjunction with the PAMS TAD.
5. The contractor will make any needed repairs to the canisters such as valve or gauge replacement. Payment for any such repairs shall be in accordance with the contract.

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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 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), the contractor will supply a sufficient quantity of these forms for use by District staff.
9. 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.
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:

1. The contractor is to provide their own certified EPA-PAMS Reference Gas Cylinder for calibration standard purposes. The Gas Cylinder must include the PAMS VOC Target Species. These gases must be traceable to a NIST standard.

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2. Samples shall be promptly analyzed to prevent degradation of the hydrocarbon species, and to facilitate timely return of the canisters to the District. The contractor shall return the canisters within ten (10) days upon receiving them. Delays in returning canisters will be subject to financial penalties, as specified in the contract.
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 the -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.
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 audit purposes, any canister(s) sent to the contractor by a CARB, USEPA and/or EPA approved 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 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.
2. Laboratory equipment must be capable of detecting and measuring levels of VOCs as low as one (1) PPBc.

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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](mailto:peter.biscay@valleyair.org) or (559) 230-6000.