

# REQUEST FOR QUOTATION

December 29, 2014

**PROJECT:** Analysis of DNPH Aldehyde Cartridges

**QUOTES DUE BY:** 5:00 PM on Thursday, January 29, 2015

## 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. It is the District's responsibility to collect the air samples, and to solicit laboratories that will analyze and upload data to EPA's Air Quality System (AQS) using AIRS parameter codes. Part of this program involves sampling for aldehydes using dinitrophenylhydrazene (DNPH) loaded cartridges adhering to the 1998 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 2015. This contract is for the 2015 PAMS season only.

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 cartridge basis. Payments will be made subsequent to proper verification of completed monthly data submission to EPA's AQS database and District evaluation of EPA Quality Control Reports, confirming that the work was completely and satisfactorily carried out.

Because District funding for the project may include federal 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
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- 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.
- The 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](http://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 or 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 Thursday, January 29, 2015. 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: Stephen Shaw  
Senior 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.

## **MINIMUM ELIGIBILITY REQUIREMENTS**

Contractors must meet the following minimum eligibility requirements:

1. Successful completion of similar PAMS analyses for a government agency within the last 5 years. For the purpose of this RFQ, "similar" means PAMS analyses that closely resemble the analyses to be performed under this RFQ, including required compounds, test methods, numbers of samples, and other relevant details.
2. Possess demonstrated ability to create and upload AQS data files.

## **QUOTATION REQUIREMENTS**

At a minimum, submitted quotations are to individually address the above 2 'Minimum Eligibility Requirements' and the below numbers 2 through 11 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 PAMS DNPH Aldehyde Cartridges (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. Describe the process that the contractor will use in the analyses of the samples.
5. Describe previous experience in the usage of the EPA AQS pipe delimited flat file transaction format and uploading data directly into EPA's Air Quality System, including a report example in a 'Reported Data' format.
6. Describe previous experience with the 1998 USEPA PAMS TAD for DNPH Aldehyde Cartridges.
7. Describe previous experience with PAMS for analysis of acetaldehyde, acetone, and formaldehyde (Attachment A).

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8. Include a separate price quote for the analysis of an Audit Sample or Performance Evaluation that the District may request.
9. Provide the cost for 4 new glass tube ozone scrubbers for Xontech Model 925 carbonyl samplers and their preparation and maintenance.
10. Include a price quote for each of the following items on a per cartridge basis:
  - a. The preparation and certification of sample cartridges;
  - b. The cost of analysis of the cartridges (to include creation of the AQS transaction file using AQS' pipe delimited flat file transaction format) and;
  - c. Documentation of invalid samples and missing sample runs.
11. Include a separate price quote for shipping and handling costs from your location (including audit samples) to the District and/or returned to the contractor on a per cartridge and total cost basis.
12. Include a separate price quote for the uploading of all data into AQS using the AQS pipe delimited flat file transaction format.

## **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. The contractor will supply the cartridges necessary for any Audit Sample or Performance Evaluation.
3. In 2015, there will be approximately **342** 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 2015.
4. The contractor shall perform DNPH aldehyde cartridge analyses using the 1998 USEPA PAMS TAD (the District will not allow for a different collection or sampling device other than what is currently in use).
5. There are three (3) required compounds to be analyzed as listed in Attachment A: acetaldehyde, acetone, and formaldehyde. No other compounds are requested or desired.
6. The contractor will supply **new** cartridges with DNPH loaded on a silica gel substrate. The contractor will ship all **342** cartridges to the District as soon as

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possible after the signing of the contract. The contractor will contact and coordinate with the District with regards to shipping locations and addresses (Fresno and Bakersfield). The contractor is responsible for all recording keeping and costs regarding shipping the cartridges to the two locations, recording the number of cartridges sent, the manufacturer's cartridge lot number being sent to each location, and the shipment's date. The contractor is responsible for all record keeping and shipping and handling costs of other materials being sent to the District and/or the audit laboratory for this project.

7. If warranted, the contractor shall provide to the District specific instructions detailing the specific procedures 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 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.
8. The contractor is responsible for all record keeping and shipping and handling 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 recording keeping and shipping costs to return exposed cartridges to the contractor.
9. Once the District has concluded that the monthly deliverables are acceptable (verification of completed monthly data submission to EPA AQS and District evaluation of EPA Quality Control Reports - confirming that the work was completely and satisfactorily carried out) the contractor may submit a monthly billing statement based upon the site, sample collection date, time of sample collection, and the number of samples for that month (June, July, and August). The billing will not be based on the date on the 'Chain of Custody' form, the date cartridges 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.
10. 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.

11. 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.
12. It is understood by the Contractor that time is of the essence in the performance of this project.
13. Since this Agreement will 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 will ensure that upon receipt of the cartridges for analysis, they will be immediately placed in a refrigerated and isolated environment of 4 degrees Celsius or less to prevent degradation of the samples with the time between sampling and extraction not exceeding 2 weeks. The contractor will also ensure the samples will be promptly analyzed for the same reason.
2. The contractor shall provide the District with “gold ring” cartridges **only**. The District will reject any cartridge not of this kind.
3. Only **new** Waters-brand cartridges (Sep-Pak DNPH-Silica Short Body Cartridges, part number WAT037500) are to be supplied by the contractor, and proof of the shelf life must be submitted to the District with the shipment (all cartridges must be of no more than one (1) month old at the time of purchase, and less than 3 months old for sample collection. All cartridge expiration dates must be after September 30<sup>th</sup> 2015. The District will not accept used/reconditioned cartridges. Cartridges must be in their sealed pouches, kept unexposed to sunlight, and be maintained under a monitored temperature of 4 degrees Celsius or less. Shipped cartridges must be provided with enough ice for the shipment to arrive at the District with the cartridges still under the cover of ice. The District will not accept cartridge shipments that do not arrive under iced conditions. Left over cartridges will be returned.

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4. For each manufacturer's lot of cartridges, at least one (1) cartridge per 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 denuder ozone scrubbers for four (4) Xontech Model 925 carbonyl samplers. It will be the contractor's responsibility to purchase, service, and coat the interior of the denuder ozone scrubbers. The denuder ozone scrubbers are required to arrive at the District intact and unbroken. Should the denuder ozone scrubber arrive broken, it is the responsibility of the contractor to replace it at their expense. Denuder ozone scrubbers must adhere to the 1998 USEPA PAMS TAD. The denuder ozone scrubber construction material must be glass or copper tubing, and be treated as required in the 1998 USEPA PAMS TAD.
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 in an electronic file format (DVD, Flash Drive, Compact Disc, etc.)
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 National Air Toxics Trend Stations (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.
8. It is at the District's discretion to send duplicate samples for audit purposes.
9. 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. The contractor will appropriately document missing samples.

## **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 for acetaldehyde, acetone, and formaldehyde that are required to be analyzed as listed in the North American Research Strategy for Tropospheric Ozone (NARSTO) Measurement Methods Compendium (Attachment A). No other compounds are requested or desired.

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2. The laboratory will report data as 'Reported Data' in the AQS pipe delimited flat file transaction formats.
3. Laboratory equipment must be capable of detecting and measuring levels of VOCs as low as one (1) Parts Per Billion carbon (PPBc) but reporting all detection levels.
4. Reported data is to meet Level IV criteria according to EPA guidelines for PAMS documentation (Laboratory Documentation Requirements For Data Validation, Document Control Number 9QA-07-89, January 1990).
5. Data is to be reported to the District in both Parts Per Billion carbon (PPBc) and Parts Per Billion volume (PPBv).
6. The data formatted and uploaded to the AQS database is to utilize PPBc.
7. 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.
8. The contractor will submit monthly reports summarizing the analyzed data during the course of the project.
9. The contractor's monthly data files and reports will provide the resulting data in any one of 3 forms:
  - a. Electronic file format (DVD, Flash Drive, Compact Disc, etc.) individually labeled per site and per month; identifying the station name, station AIRS code, sample collection date, and sample collection time.
  - b. EPA Quality Control Reports: 'Load Report', 'Statistical Evaluation and Critical Review Report' and the 'Raw Data Inventory Report'.
10. All laboratory activities and completed data file uploaded reports (to include passage of EPA Quality Control Reports) are to be submitted to the District and AQS by **no later than November 30, 2015.**

## ***INQUIRIES***

Technical and administrative questions concerning this RFQ should be directed to Stephen Shaw, Senior Air Quality Specialist, San Joaquin Valley Unified Air Pollution Control District at [steve.shaw@valleyair.org](mailto:steve.shaw@valleyair.org) or (559) 230-6000.