

# REQUEST FOR QUOTATION

March 27, 2013

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

**QUOTES DUE BY:** 5:00 PM on Wednesday, April 10, 2013

## 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 to EPA's Air Quality System (AQS). Part of this program involves sampling for non-methane organic compounds (NMOC) adhering to the 1998 USEPA PAMS Technical Assistance Document (TAD) (Attachment A).

The District is issuing this Request for Quotation (RFQ) in order to retain a qualified contractor who will analyze cartridges collected in 2013. This contract is for the 2013 PAMS season only, providing funding is appropriated in the District's 2013 - 2014 budget. The District has the discretion to renew this contract for the 2014 season if the following conditions are met:

- The District's 2014 - 2015 budget allows for the funding allocation for the 2014 PAMS season
- All requirements and responsibilities were met to the District's satisfaction in 2013
- The collection and reporting of the data as stated below in '**Data Requirements**' were on time and met to the District's satisfaction in 2013
- The District has a good working relationship with the contractor

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 EPA AQS 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:

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- The contractor shall comply with all federal and state laws, statues, regulations, rules, and guidelines which apply to its performance under this agreement.
- The contractor shall comply with all federal and state conflict of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of District.
- 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. Contractor must ensure that all subcontractors employed for conduct of this project also certify compliance with this provision of law to the contractor.
- 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](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 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, April 10, 2013. Quotations received after this time and date will not be accepted.

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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 Carbons."
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:

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 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.

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6. Describe previous experience with the 1998 USEPA PAMS TAD for Non-Methane Organic Carbons.
7. Describe previous experience with PAMS analysis of non-methane organic compounds (NMOC) excluding the analysis of acetaldehyde, acetone, and formaldehyde (Attachment B).
8. Include a price quote for the analysis of an Audit Sample or Performance Evaluation that the District may request.
9. Include a price quote for each of the following items on a per canister basis:
  - a. The cost of analysis of the canisters (to include creation of the AQS transaction file using AQS's pipe delimited flat file transaction format);
  - b. Documentation of invalid samples and missing sample runs
  - c. The evacuation, cleaning, and certification of sample canisters;
  - d. The repair of canisters by part:
    - i. valve
    - ii gauge
    - iii elbow;
10. Include a separate price quote for shipping costs on a per canister and total cost basis.
11. 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. In 2013, there are expected to be **520** samples sent to the contractor for analysis, but this number may increase up to a maximum of 680 (from a total of 6 sites) depending on the number of samples collected. PAMS sampling will be conducted during the months of June, July and August of 2013.
3. The contractor shall perform NMOC analyses using the 1998 USEPA PAMS TAD (the District will not allow for different collection or sampling devices other than what is currently in use).

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4. There are 57 required compounds to be analyzed as listed in Attachment B; (excluding acetaldehyde, acetone, and formaldehyde). No other compounds are requested or desired.
5. The District will supply the NMOC samples in 6L SUMMA stainless steel canisters owned by the District.
6. If warranted, the contractor shall provide to 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 returned to 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 (Fresno and Bakersfield). 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.
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. Once the District has concluded that the monthly deliverables are acceptable (passage of EPA Quality Control Reports) the contractor may submit a monthly billing based upon the site, date, and time of sample collection and the number of samples for that month (June, July, and August). Each monthly billing will list the

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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. 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.
13. It is understood by the Contractor that time is of the essence in the performance of this project.
14. 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.
15. Contractor shall comply with all federal and state conflict of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of District.
16. Since this Agreement exceeds 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-PAMS Reference Gas Cylinder for calibration standard purposes. The Gas Cylinder must include the PAMS VOC

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Target Compounds. These gases 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 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. 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 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 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:

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1. The contractor will only report data for the 57 compounds that are required to be analyzed as listed in the North American Research Strategy for Tropospheric Ozone (NARSTO) Measurement Methods Compendium; excluding acetaldehyde, acetone, and formaldehyde (Attachment B). No other compounds are requested or desired.
2. The laboratory will report data as 'Reported Data' in the AQS pipe delimited flat file transaction format.
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 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 date, and sample collection time.
  - a. Hard copy printouts in appropriately sized binders tab separated, and labeled per site and per month. Each report must identify the station name, station AIRS code, sample 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, 2013.**

***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.