

# REQUEST FOR PROPOSAL

January 19, 2024

**PROJECT: Analysis of DNPH Aldehyde Cartridges**

**PROPOSALS DUE BY: 5:00 PM on Monday, February 12, 2024**

## OVERVIEW

The San Joaquin Valley Unified Air Pollution Control District (District) collects ambient air samples that can be analyzed for specific aldehyde compounds. The air samples are sent to laboratories that will analyze and upload to EPA's Air Quality System (AQS) using AIRS parameter codes. The District has participated in the EPA's Enhanced Photochemical Assessment Monitoring Station (PAMS) monitoring program for a number of years. This Request for Proposal (RFP) is soliciting laboratories specifically for analyzing air samples for acetaldehyde, acetone, and formaldehyde using dinitrophenylhydrazene (DNPH) loaded cartridges using test method TO-11 or TO-15.

The District is issuing this RFP in order to retain a qualified contractor who will analyze air samples collected in 2024. The sampling period is June through August 2024.

To be considered for this project, contractors must meet the minimum eligibility requirements, and submit cost-effective proposals that satisfy the Proposal Requirements in this RFP. 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 laws, statutes, and regulations, which apply to performance of this Agreement and shall be applicable to all parties, beneficiaries and any officer, agent, or employee of all parties 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, beneficiaries and any officer, agent, or employee of all parties under this Agreement.

*San Joaquin Valley Unified Air Pollution Control District*

- 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 this project also certify compliance with this provision 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 maintained by the System for Award Management (SAM) site of the federal government. 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.sam.gov](http://www.sam.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 proposals, and to make no awards.

## ***SUBMITTAL INSTRUCTIONS***

A contractor who submits a proposal in response to this RFP must adhere to the following instructions:

1. The deadline for submitting proposals is 5:00 PM on Monday, February 12, 2024. Proposals received after this time and date will not be accepted.
2. E-mail the proposal to Madison Jordan-Perkins at [airqualityplanning@valleyair.org](mailto:airqualityplanning@valleyair.org) then call (559) 230-5826 to confirm receipt.
3. The subject line of the email should read “Proposal for Analysis of DNPH Aldehyde Cartridges.”

## **MINIMUM ELIGIBILITY REQUIREMENTS**

Contractors must meet the following minimum eligibility requirements:

1. Successful completion of TO-11 or TO-15 analyses for a public agency within the last three years for acetaldehyde, acetone, and formaldehyde.
2. Possess demonstrated ability to create, upload, and post AQS data files within the last three years. Provide copies of appropriate AQS load reports.
3. Completion of Attachment A (Itemized Cost List).

## **PROPOSAL REQUIREMENTS**

At a minimum, submitted proposals are to individually address the above three 'Minimum Eligibility Requirements' and numbers 2 through 8 of the below 'Proposal Requirements:'

1. Not exceed 20 pages in length (including cover letter and reference material) and pages must be numbered.
2. Describe previous experience in the documentation and analysis of DNPH Aldehyde Cartridges using TO-11 or TO-15 specifically for acetaldehyde, acetone, and formaldehyde.
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. Describe previous experience with AQS, including uploading and posting the data into AQS, and including a report from AQS of data that was uploaded by your respondent from the last three years.
6. 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.
7. Provide the cost on Attachment A (Itemized Cost List) for four new glass tube ozone scrubbers for Xontech Model 925 carbonyl samplers and their preparation and maintenance.
8. Include a price quote on Attachment A (Itemized Cost List) for each of the following items on a per cartridge basis:

*San Joaquin Valley Unified Air Pollution Control District*

- a. The preparation and certification of sample cartridges.
- b. The cost of analysis of the cartridges.
- c. The cost of the creation of the AQS transaction files, uploading, and posting the files.
- d. Documentation of invalid samples and missing sample runs.

A contractor who submits a proposal in response to this RFP is encouraged to demonstrate support for the District's *Green Procurement and Sustainable Practices Policy* through the following:

1. Provide verification of environmentally friendly business practices through green certification programs or equivalent means
2. Participate in eco-friendly programs such as HAL Partners. More information can be found here: <http://healthyairliving.com/>

## **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 2024, there will be approximately **350** samples sent to the contractor for analysis. This number may increase or decrease depending on the number of samples collected. Sampling is scheduled for June, July and August of 2024.
4. The contractor shall perform DNPH aldehyde cartridge analyses using TO-11 or TO-15.
5. There three compounds to be analyzed are acetaldehyde, acetone, and formaldehyde.
6. The contractor will supply new cartridges with DNPH loaded on a silica gel substrate. The contractor will ship 350 cartridges to the District as soon as possible after 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 record 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

*San Joaquin Valley Unified Air Pollution Control District*

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 recordkeeping, 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 recordkeeping and shipping costs to return exposed cartridges to the contractor.
9. Payment schedule:
  - a. Since this is a short term contract, the District prefers invoicing when all the work is completed. Upon completion, the District will compare what was uploaded and posted to AQS with the documentation provided by the contractor and ensure that all of the contract requirements are met. Once everything is verified, payment will be completed.
10. The contractor shall retain and archive a copy of all paper and electronic records of this project for a minimum of three 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 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 TO-11 or TO-15 Reference Gas Cylinder for calibration standard purposes. The gas cylinder must include the compounds appropriate for TO-11 or TO-15. These gases must be traceable to a National Institute of Standards and Technology (NIST) standard.
2. 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 two weeks. The contractor will also ensure the samples will be promptly analyzed for the same reason.
3. The contractor shall provide the District with “gold ring” cartridges. The District will reject any cartridge not of this kind.
4. 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 cartridge expiration dates must be after September 30, 2024. The District will not accept used or 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.
5. For each manufacturer’s lot of cartridges, at least one 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.
6. The contractor will supply the District with five denuder ozone scrubbers for 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

*San Joaquin Valley Unified Air Pollution Control District*

scrubbers must adhere to the 1998 USEPA PAMS TAD, TO-11, or TO-15. The denuder ozone scrubber construction material must be glass or copper tubing, and be treated as required in the 1998 USEPA PAMS TAD, TO-11 or TO-15.

7. 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.)
8. At the District's discretion and 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.
9. It is at the District's discretion to send duplicate samples for audit purposes.
10. 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.
2. The laboratory will upload and post the results of the analysis to AQS as 'Reported Data.'
3. Laboratory equipment must be capable of detecting and measuring levels of VOCs as low as one 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, uploaded, and posted to the AQS database is to utilize PPBc.

*San Joaquin Valley Unified Air Pollution Control District*

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 e-mails summarizing the analyzed data during the course of the project.
9. The contractor’s files and reports will provide the resulting data on a single CD, DVD, or flash drive:
  - a. The CD, DVD, or flash drive shall have a subdirectory dedicated to each site’s files labeled with the site’s name and AIRSCODE. Each site will have monthly subdirectories containing all of the relevant files for that month as described elsewhere in this RFP.
  - b. EPA Quality Control Reports: ‘Load Report’, ‘Statistical Evaluation and Critical Review Report’ and the ‘Raw Data Inventory Report’ shall be also recorded on the same CD, DVD, or flash drive used above.
  - c. This CD, DVD, or flash drive will be sent to the District after all the data is uploaded and posted to AQS.
  - d. Alternatively, the contents of the CD, DVD, or flash drive may be sent by email in a zip file meeting the requirements in 9.a through 9.c. above.
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 October 31, 2024.**

## ***EVALUATION OF RESPONSES TO THIS RFP***

Each response to this RFP will be evaluated with particular emphasis on how well the respondent complies with the information requested in this RFP, experience in PAMS-type analysis, experience in uploading to EPA’s AIRS system, cost of postage and cost for services as shown on Attachment A. Not providing all of the information requested in this RFP will lower the overall score and may be grounds to disqualify the response from further review.



## ***INQUIRIES***

Technical and administrative questions concerning this RFP should be directed to Madison Jordan-Perkins, Air Quality Analysis and Research Supervisor, San Joaquin Valley Unified Air Pollution Control District at [airqualityplanning@valleyair.org](mailto:airqualityplanning@valleyair.org) or (559) 230-5826. An editable copy of Attachment A (Itemized Cost List) is available on request.

Attachment A  
Itemized Cost List

## Itemized Cost List for 2024 PAMS DNPH

Show all costs on the following table.

<b>Costs per Cartridge</b>	<b>Costs</b>
Cost to prepare and certify a cartridge	
Cost per analysis of each valid sample	
Cost of audit sample or performance evaluation	
Cost per cartridge for file creation and uploading data into AQS	
Cost of reporting and uploading one (1) missing or invalid sample into AQS	
Cost of five (5) prepared denuder tubes for the Xontech Model 925 carbonyl sampler	