

REQUEST FOR BIDS
Air Monitoring Site Contractor – Blair St. Monitoring Site

The Missouri Department of Natural Resources is seeking a qualified individual to enter into a contract to install and collect air samples and submit sample media to the Department and certain laboratories.

Scope of Work

Definition

This contract involves performance of semi-technical and technical duties in the operation of several air samplers. The data from the air samplers may be used to determine whether an area meets air quality standards or whether the public is being exposed to unhealthy conditions, to identify air pollution trends, and for court cases.

Duties include checking operation of the samplers, preparing to install sample media, changing air filters and sampling modules at specified intervals, programming the samplers, documenting relevant information, and promptly shipping exposed filters. Work is performed independently on a pre-established schedule and is subject to review by staff from the Air Quality Monitoring Section. If performance is satisfactory, the annual contract may be renewed.

Duties To Be Performed

The following instruments are located at the Blair St. Monitoring Site at 3247 Blair Street, St. Louis. Their run schedules are shown. Most of the samplers require work to be done the day before a run and the day after a run. Samples from the two R&P instruments are collected and shipped on Mondays and Thursdays. Samples can be installed on the Tisch TSP Lead sampler on any day between the run dates. The specific run dates for the various instruments are shown in the attached national run schedule.

<u>Instrument</u>	<u>Run Schedule</u>
2 R&P 2025 PM2.5	1 in 3 days
2 R&P 2025 PM10c	1 in 3 days
1 Tisch TSP Lead	1 in 6 days
1 PM2.5 Met One SuperSass	1 in 3 days
1 URG 3000N	1 in 3 days
1 Cr +6	1 in 6 days
1 VOC-Canister	1 in 6 days
1 SVOC-PUF	1 in 6 days
1 Carbonyl Sampler-Cartridge	1 in 6 days

- A. Install and collect air filters from the R&P PM2.5 sampler and the R&P PM10 sampler on Monday and Thursday unless other arrangements are made with ESP. Use the required Standard Operating Procedures for installation of clean filters and blanks, collection of exposed filters and blanks, and programming the sampler. Complete and sign documents related to the filters, including chain-of-custody forms.
- B. On Monday and Thursday, check the PM2.5 sampler for errors or status codes, and report all malfunctions to ESP immediately.
- C. Ship PM2.5 air filters to the Environmental Services Program (ESP) on Monday and Thursday unless other arrangements are made with ESP.
- D. Install and collect air filters from the Tisch TSP lead sampler on a 1-in-6 day schedule. Collect 1 field blank per month. Use the required Standard Operating Procedure for TSP lead. Complete and sign documents related to the filters.
- E. After each run day, check the lead sampler for problems and notify ESP at once if it is not operating properly.
- F. Install and collect sample modules from the Met One SuperSass and URG speciation samplers according to the RTI laboratory schedule which is provided on a quarterly basis. Use the required Standard Operating Procedures for installation of clean filters, collection of exposed filters, and programming the sampler. Complete and sign documents related to the filters, including chain-of-custody forms.
- G. After each run day in the 1-in-3 day schedule, check the SuperSass and URG samplers for errors or status codes, and report all malfunctions to ESP immediately.
- H. Ship the sample modules to the RTI laboratory according to the RTI schedule.
- I. On a 1-in-6 day schedule, install sample modules in the Cr+6, VOC, SVOC, and carbonyl samplers. Collect sample media and preserve samples as necessary. Use the required Standard Operating Procedures for these instruments. Install duplicates as required. Complete and sign documents related to the samples, including chain-of-custody forms.
- J. On the day after each run day, check the Cr+6, VOC, SVOC, and carbonyl samplers for malfunctions, and report any malfunctions immediately to ESP.
- K. Ship the sample media to the ERG laboratory according to ERG's shipping schedule. Shipments are generally made Monday through Thursday so samples that are frozen arrive when the lab is open. Special instructions may be provided for holiday shipping.
- L. When authorized, perform minor repairs.
- M. If absent, arrange for a qualified backup individual to install filters and modules and/or seek assistance from ESP.
- N. Submit invoices in a timely manner.
- O. Notify staff in the Environmental Services Program of any problems at the site.

Required Skills and Abilities

Ability to understand and carry out oral and written instructions.

Ability to climb ladders and work 5-10 feet above ground.

Ability to manipulate keypad, filter holders, and small items.

Ability to see instrument display screens under outside lighting conditions.

Ability to communicate verbally and in writing if necessary.

Ability to keep accurate records.

Ability to pick up sample media from a pre-determined location and ability to transport the samples that are collected to a UPS drop-off location and US Mail.

Special Requirements

The contractor must sign a contract with the Missouri Department of Natural Resources Environmental Services Program. The contract specifies duties, payment rates and the circumstances in which the contract may be terminated for poor performance. The contract is for a one-year period with the option for four renewal periods.

Location of Samplers

The samplers are located at 3247 Blair Street, St. Louis, MO 63107.

Reimbursement Rates

Reimbursement rates for FY12 are \$225 per week for installation, collection, handling, and shipment of samples from this site. If performance is satisfactory, the reimbursement rate will increase an additional \$5.00 per week during each of the renewal years. When authorized ahead of time, minor repair work will be reimbursed at a rate of \$10 per trip plus \$20 per hour for time spent on site. The agency has the sole authority to determine whether performance is satisfactory.

How to Submit a Bid

Submit a resume or specific description of qualifying experience by September 7, 2011, to Celeste Koon, Missouri Department of Natural Resources, Environmental Services Program, P.O. Box 176, Jefferson City, MO 65102. This information can also be submitted electronically to Celeste.Koon@dnr.mo.gov.

Bid Evaluation

Applications will be evaluated 100 percent based on experience.

For More Information

For more information, including Standard Operating Procedures, contact Celeste Koon at 573-526-3363 or send an email to Celeste.Koon@dnr.mo.gov.