

REQUEST FOR BIDS

Air Monitoring PM2.5 Contractor – Branch Street Monitoring Site, St. Louis

The Missouri Department of Natural Resources is seeking a qualified individual to enter into a contract to collect and install air filters and ship the filters and certain information to the Department.

Scope of Work

Definition

This contract involves performance of semi-technical and technical duties in the operation of a particulate air sampler. 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, changing air filters on Mondays and Thursdays, minor programming of the sampler, documenting relevant information, and promptly shipping exposed filters to the Environmental Services Program (ESP). Work is performed independently 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

- A. Install and collect air filters from a PM2.5 sampler on Monday and Thursday. Use the required Standard Operating Procedures for installation of clean filters, collection of exposed filters, and programming the sampler.
- B. Ship PM2.5 air filters to the Environmental Services Program on Monday and Thursday unless other arrangements are made with ESP.
- C. Complete and sign documents related to the filters, including legal chain-of-custody forms.
- D. On Monday and Thursday, check the PM2.5 sampler for error or status codes, and report all malfunctions immediately.
- E. Use keypad to program filter numbers into sampler; use keypad menu correctly during filter changes.
- F. If absent, arrange for a backup individual to install filters and modules.
- G. Submit invoices in a timely manner.
- H. Notify staff in the Environmental Services Program of any problems.
- I. When authorized, perform minor repairs on occasion.

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 keep accurate records.

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 though sampling may be discontinued before the end of 2011.

Location of Samplers

The PM_{2.5} sampler is located at 100 Branch St, St. Louis, Missouri.

Reimbursement Rates

The reimbursement rate for FY12 is \$31.00 per valid filter shipment. When authorized ahead of time, minor repairs 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 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 an SOP, contact Celeste Koon at 573-526-3363 or send an email to Celeste.Koon@dnr.mo.gov.