



REQUEST FOR BIDS

Site Contractor for Air Monitoring Section at Mingo Wildlife Refuge 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 specific laboratories.

Scope of Work

Definition

This contract involves performance of semi-technical and technical duties in the operation of a national mercury deposition sampler. The Missouri Department of Natural Resources may use the data from the air sampler to determine whether an area meets air quality standards, assess possible public exposure to unhealthy conditions, identify air pollution trends, and gather information for court cases.

Duties include checking operation of the sampler, changing mercury deposition samples at specified intervals, minor programming of the sampler, documenting relevant information, and promptly shipping samples to the Mercury Analytical Laboratory in Seattle, Washington. The contractor will perform work independently on a pre-established schedule and undergo review by the department's Air Quality Monitoring Section. If performance is satisfactory, the department may renew the annual contract.

Duties To Be Performed

- A. Install samples in the mercury deposition sampler each Tuesday and ship samples to the Mercury Analytical Laboratory. Use the required standard operating procedures for installation and collection of samples as well as for programming the sampler. Complete and sign documents related to the samples, including legal chain-of-custody forms.
- B. Complete and sign documents related to the samples, including legal chain-of-custody forms.
- C. Use a keypad to program samples into sampler, use keypad menu correctly during sample changes
- D. If absent, arrange for a back-up individual to install samples.
- E. Make emergency trips to the samplers, if necessary.
- F. Submit invoices in a timely manner.
- G. Notify staff in the department's Environmental Services Program of any problems.

Required Skills and Abilities

Ability to understand and carry out oral and written instructions.
Ability to climb ladders and work five to ten feet above ground.
Ability to manipulate keypad, filter holders, and other small items.
Ability to keep accurate records.

Special Requirements

The contractor must sign a contract with the Environmental Services Program of the Missouri Department of Natural Resources. The contract specifies duties, payment rates, and circumstances under which the department may terminate the contract for poor performance. The contract is for the current fiscal year with the option for renewal for three fiscal years.

Location of Samplers

The mercury deposition sampler is located at the Mingo National Wildlife Refuge, north of Puxico, Missouri.

Reimbursement Rates

Reimbursement rates for FY16, which is through June 30, 2016, are \$33 per valid shipment of each mercury deposition sample. If performance is satisfactory, valid shipment of the mercury deposition samples will increase by 50 cents per sample each fiscal year (July 1 through June 30). The department has the sole authority to determine whether performance is satisfactory.

How to Submit a Bid

Submit a resume or description of qualifying experience to the Missouri Department of Natural Resources; Environmental Services Program; P.O. Box 176; Jefferson City, MO 65102, or send an e-mail to will.wetherell@dnr.mo.gov. Bidders must also state whether the reimbursement rate, outlined in this request for bids, is satisfactory. Bidders must submit bids in writing by U.S. mail or e-mail.

Bid Deadline

The deadline for receiving written bids is July 30, 2015.

Bid Evaluation

The department will base evaluations 100 percent on experience.

For More Information

For more information, contact Will Wetherell at 573-526-3359 or send an e-mail to will.wetherell@dnr.mo.gov.

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