

Minimum Bid Specifications for weighing services of PM_{2.5} by 40 CFR 50, Appendix L

The Hawaii Department of Health (HDOH), Environmental Management Division (EMD), Clean Air Branch (CAB) is seeking a vendor to perform gravimetric analysis of PM_{2.5} filters from two ambient air monitoring stations for the period 1 January 2024 until 31 December 2026. The services required include weighing services for pre- and post- exposure filters, data management, electronic analytical results, and filter archiving, as follows:

1. Provide annual weighing service for 250 Teflon filter samples and two monthly field blanks, including quality control samples, in accordance with current EPA PM_{2.5} filter guidance;
2. Provide One year of sample archiving (chilled);
3. Provide electronic analytical results, in AQS format, every three months, as follows:

Sampling Dates	Results Due On or Before
1 January to 31 March	1 May
1 April to 30 June	1 August
1 July to 30 September	1 November
1 October to 31 December	1 February

4. Provide data management [chain of custody (COC), integration of collection data, validation, and notification of elevated/unusual concentrations] including laboratory activities per Method 2.12 and satisfying the current PM_{2.5} Filter Based Local Conditions Validation Template, QA Handbook Volume II, Appendix D.
5. Provide filter environmental conditions as detailed in Method 2.12 and satisfying the current PM_{2.5} Filter Based Local Conditions Validation Template, QA Handbook Volume II, Appendix D.
6. Provide a continuous record of temperature and relative humidity of the filter conditioning and weighing chamber/room.
7. Provide annual NIST-traceable calibration certificates for all balances, sensors, and etc.
8. Provide annual NIST-traceable calibration certificates for all mass, temperature, and etc., standards.
9. CAB will provide virgin filters to LABORATORY, along with barcoded labels, on an annual basis, with appropriate COC documents. LABORATORY will pre-weigh virgin filters, fit into sampling holders, affix barcode labels, and ship assemblies to CAB, under COC, quarterly.
10. LABORATORY will provide CAB with shipping containers, chilling agents, and packing materials. CAB will ship exposed filters to LABORATORY weekly (one site has a one-in-three day sampling schedule, and another site has a one-in-twelve day sampling schedule). LABORATORY shall provide CAB feedback if there are COC or shipping problems as soon as problems are noted. LABORATORY will provide temperature records of incoming filter samples to CAB, verified by IR thermometry.
11. Participate in an annual audit conducted by CAB.
12. Provide a current copy of all the relevant Quality documents.

Offers shall be judged on basis of price and offeror's Quality Program. Offer shall include the offer form below, the Laboratory Quality Management Plan, Quality Assurance Project Plan (PM_{2.5} weighing), and all relevant Standard Operating Procedures. All offers shall be all-

inclusive, i.e., must include all applicable taxes, fees, and etc. Payment for services will be made on a monthly basis, upon receipt by CAB of an invoice for 1/36 of total offer amount, via credit card. CAB is not allowed to pay a credit card fee.

Offer Sheet for Hawaii Department of Health PM_{2.5} Weighing Services
(1 January 2024 – 31 December 2026)

Company: _____

Date: _____

Monthly Weighing Rate (Based on an average of 200 filters/year): \$ _____

a. Total Weighing Cost (Monthly Weighing Rate x 36): \$ _____

b. Storage Costs for One Year (Approximately 200 filters): \$ _____

c. Handling Costs (total for three years): \$ _____

d. Miscellaneous (total for three years, please specify below): \$ _____

e. Tax (total for three years, if applicable): \$ _____

TOTAL OFFER AMOUNT: \$ _____

Monthly Charge: \$ _____

Signature: _____

Date: _____