

**Commonwealth of Pennsylvania**  
**Invitation to Qualify For National Emission Standards Compliance Services**

**PART I – STATEMENT OF WORK**

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- 1. Purpose:** The purpose of this National Emission Standards Compliance Services Invitation to Qualify (ITQ) is to qualify responsible and responsive suppliers to perform services required by Commonwealth facilities in order to comply with the U.S. Department of Environmental Protection Agency’s (EPA) national emissions standards for hazardous Air Pollutants (NESHAP) for industrial, commercial, and institutional boilers. Agencies of the Commonwealth own and operate numerous institutional boilers of varying sizes fired by a variety of fuels including anthracite and bituminous coal, natural gas, heating oil, and biomass.

This ITQ will result in a contract that is the first step of a two-step procurement process. Only those suppliers that respond to this ITQ and that the Department determines to be qualified (Qualified Suppliers) will be eligible to participate in the second step.

The second step involves the issuance of Requests for Quotes (RFQ) to the Qualified Suppliers. Through this two-step process, Commonwealth agencies and/or individual facilities will offer Qualified Suppliers the opportunity to submit quotes on an as-needed basis to provide service(s) outlined in this Part I. The Qualified Suppliers selected through the RFQ process (Selected Suppliers) will perform these services in accordance with the terms of this ITQ contract and the respective RFQ.

- 2. Issuing Office:** This ITQ is issued by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. The Issuing Office is the sole point of contact in the Department for this ITQ

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- 3. Scope of Work:** The services to be provided under this ITQ contract are a variety of services required for Commonwealth facilities to comply with EPA emissions standards. These services include Energy Assessments, Boiler Tune-Ups, and Boiler Stack Testing.
- 4. Term of Contract:** The term of this contract shall commence on March 1, 2014 and expire February 28, 2019.

5. **Service Categories:** The categories of services to be provided through this ITQ are listed below. Suppliers are permitted to seek qualification in any or all of these categories.

These categories are geared towards the current requirements outlined in Subpart JJJJJ of the NESHAP for Industrial, Commercial and Institutional Boilers Area Sources. Additional service categories may be added to this ITQ in the future as required by changes in EPA requirements and/or the Commonwealth's plan to comply with those requirements.

- a. **Energy Assessment Services:** Current NESHAP requirements dictate that existing coal-fired, biomass-fired, or heating oil-fired boilers with heat input capacity of 10 million Btu (MMBtu) per hour and greater must conduct a one-time energy assessment performed by a Qualified Energy Assessor.
- b. **Boiler Tune-Up Services:** Current NESHAP requirements dictate that new and existing coal-fired, biomass-fired, or heating-oil fired boilers conduct initial and periodic tune-ups to maintain compliance
- c. **Performance Stack Testing Services:** Performance Stack Testing of air emissions is a method frequently used to demonstrate compliance with air quality permit requirements. Performance Stack Testing may be used by Commonwealth facilities as a means to demonstrate compliance with NESHAP requirements.

6. **Specifications:**

a. **Energy Assessment Services**

- i. In order to qualify to provide Energy Assessment Services, suppliers must be a Qualified Energy Assessor as defined by the EPA. The EPA defines a Qualified Energy Assessor as a specialist in evaluating energy systems, such as a person who has successfully completed the Department of Energy's (DOE) Qualified Specialist program for all systems, Certified Energy managers certified by the Association of Energy Engineers, or a person who has demonstrated capabilities to perform a full assessment of energy savings opportunities available on boiler and energy use systems and technical expertise and tools to estimate cost and energy savings. Qualified Energy Assessor capabilities and knowledge include but are not limited to:
  - 1. Background, experience, and recognized abilities to perform the assessment activities, data analysis, and report preparation.
  - 2. Familiarity with operating and maintenance practices for steam or process heating systems.
  - 3. Must have conducted three comparable studies on institutional central boiler plants within the last five years. In combination, the studies must cover at least coal, biomass, and heating oil fuels.

- ii. Qualified suppliers shall ensure all aspects of energy assessments are performed in a manner necessary to ensure compliance with NESHAP requirements, pursuant to Subpart JJJJJ of Part 63, Work Practice Standards, Emission Reduction Measures, and Management Practices, including but not limited to:
  - 1. The required duration of the Assessment in accordance with the heat input per year
  - 2. The list of services/items to be included in the Assessment pursuant to Table 2 of Subpart JJJJJ of Part 63.

**b. Boiler Tune-Up Services**

- i. Suppliers are required to have previous experience in performing tune-ups on biomass and coal-fired units in order to become qualified on this contract.
- ii. Qualified suppliers shall ensure that all boiler tune-ups are completed in a manner necessary to ensure compliance with NESHAP requirements, pursuant to Subpart JJJJJ of Part 63, including all required documentation.

**c. Performance Stack Testing Services**

- i. Qualified suppliers shall ensure that all performance stack testing is completed in accordance with EPA test methods, including development of test protocols.
- ii. Qualified suppliers must be capable of testing for both carbon monoxide (CO) and mercury as specified in Table 4 of Subpart JJJJJ of Part 63.

d. The following definitions of repair and preventative maintenance apply to this ITQ and any RFQs issued hereunder. To the extent the requirements of the services to be performed under this contract require the qualified supplier to interface with Commonwealth equipment, no work beyond that described in these definitions is permitted.

- i. **Repair:** Work performed on existing equipment or system for the purpose of a break/fix nature and includes the replacement of like parts/components in order to return the equipment or system to working order. This work cannot include replacement of the entire equipment/system or change or alter the equipment/system as it relates to its size, type, or capability.
- ii. **Preventative Maintenance:** Work performed on a routine basis, such as the cleaning and testing of equipment or systems and component parts for the purpose of allowing the equipment or system to continue operating in the expected manner.

**7. RFQ Procedures:**

- a. Participating agencies of the Commonwealth shall issue requests for quotes (RFQ) for National Emissions Standards Compliance Services on an as needed basis. The RFQ

shall include specific details regarding the scope of work for services needed, the Agency location(s), and dates for work to be performed.

For projects with an estimated cost under the “no bid” threshold which currently is \$10,000 or less, the agency may solicit a quote from one supplier qualified in the applicable services category.

For projects with an estimated cost of greater than \$10,000 the Agency shall solicit quotes from all Qualified Suppliers who provide the desired service.

Agencies are permitted to solicit quotes for work to be performed under multiple service categories in a single RFQ. In the event that the scope of an RFQ includes work to be performed under multiple service categories, the agency shall solicit quotes from all suppliers qualified in each applicable service category, provided the total estimated cost of the RFQ is greater than \$10,000.

All quotes shall be solicited in written format. Quotes may be solicited informally via email.

- b. Interested Qualified Suppliers must respond to an RFQ in writing as specified in the RFQ. It is the responsibility of the Qualified Supplier to ensure that its quote is received at the location specified on the RFQ prior to the date and time set for the opening of quotes, regardless of the medium used. No quote shall be considered if it arrives at the location specified on the RFQ after the date and time set for quote opening. In the event that, due to inclement weather, natural disaster, or other cause, the agency’s offices are officially closed on the date scheduled for the quote opening, the quote opening date shall be automatically postponed until the next COPA business day, unless the Qualified Suppliers are otherwise notified by the Purchasing Office that issued the RFQ. Should the quote opening date be postponed as outlined above, the quote opening time shall remain the same.
- c. Quotes must be firm. If a quote is submitted with conditions or exceptions or not in conformance with the terms and conditions referenced in this Invitation to Qualify or the Request for Quote, it shall be rejected. The quote shall also be rejected if the service offered by the Qualified Supplier is not in conformance with the specifications as determined by the Commonwealth.
- d. Supplier Selection: The Agency will select a Qualified Supplier based upon best value. The Commonwealth reserves the right to reject all quotes for an item or all items if it is determined to be in the best interest of the Commonwealth. For this ITQ Contract, the best value quote shall be the quote that provides the lowest cost for the services specified in an RFQ
- e. The Agency will issue a Commonwealth Purchase Order to the Selected Supplier. For quotes requiring payments less than the small no-bid threshold (currently \$10,000), the Commonwealth’s purchasing credit card may be used.

## **8. Small Business**

The Commonwealth reserves the right to make a best value selection under this ITQ among only those qualifying vendors that are small businesses, if the Commonwealth determines, in its sole discretion that the use of a small business vendor for the provision of a category of service is in the best interests of the Commonwealth. If such a determination is made, the Commonwealth will invite all qualifying small business vendors in the service category to participate as appropriate.

Suppliers who meet the eligibility requirements may qualify as DGS certified small business by completing the self-certifications process found at [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov). Information regarding the eligibility requirements can also be found at this link.