



AGENDA SHEET

BOARD MEETING DATE:	July 7, 2025
AGENDA CATEGORY:	Action Item
DATE OF AGENDA SHEET:	June 17, 2025
PREPARED BY:	Denice Brown
PRESENTED BY:	Jannette Whitcomb and Cim Keesbery

SUBJECT:

Recommendation and approval to award a sole source contract to Air Resource Specialists, Inc. to provide air monitoring and analysis utilizing State and County funds, for the Public Health Department.

SUMMARY:

In accordance with Article 3.5 of the Garfield County Procurement Code, we are asking the BOCC for approval of a Sole Source contract with Air Resource Specialists, Inc., as justified in the attached sole source justification form.

NECESSARY BOARD ACTION:

Discuss and either approve or disapprove of the sole source contract with **Air Resource Specialists, Inc.**, for air monitoring and analysis in the amount not to exceed **\$117,759.00** and authorize signature of the contract if approved.

STAFF RECOMMENDATION:

It is the recommendation of staff that the Board approve the sole source contract with **Air Resource Specialists, Inc.**, for air monitoring and analysis in the amount not to exceed **\$117,759.00** to provide air monitoring and analysis for the Public Health Department.

Sole Source Justification

Garfield County Procurement Code Article 3.5

Sole Source refers to the supplier, not the product or service to be obtained from the supplier.

A Sole Source Purchase is any purchase of a good or service with a contract requirement of \$10,000 or more that does not meet the competition solicitation standards of either a Simplified Purchase or a Standard Purchase, and includes any contract amendment or extension outside the terms of the original solicitation and contract.

A Sole Source Purchase is justified when the required item or service is available only from a single supplier under the prevailing conditions and is permissible only after the County Manager approves this Justification.

Based upon the following information, the undersigned requests that the County Manager approve a Sole Source Purchase:

1. Description of Good/Service required, as more specifically identified in the attached Specifications or Scope of Work: Air Quality Monitoring (attachment is required).
2. Amount Budgeted and Appropriated: \$ 75,640.
3. Will the contract term need to extend beyond the current calendar year? **Yes**
4. Proposed Contractor/Vendor: Air Resource Specialists Inc. (ARS)
5. The reason(s) this Contractor/Vendor is the only supplier for this Good/Service is/are:

**This contract is for the required work under for the Garfield County contract with CDPHE for air quality monitoring, data management, website for community access to data. CDPHE has conducted their own sole source justification making ARS their sole sourced contractor making it necessary for Garfield County to use this contractor.
(Attachment B for detailed justification)**

Completed by: 

Date: 06/04/2025

Name: **Edward R. White, P.E.**

Title: **Environmental Health Specialist III**

Approved:


County Manager

Date: 6/9/25

This budget includes support for the air quality monitoring sites and parameters listed in Table 1.

Table 1
Garfield County - Air Quality Monitoring Support
Sites and Parameters

Location	Parameter
Rifle (Rifle Library)	<ul style="list-style-type: none"> • Continuous PM_{2.5} • Meteorology <ul style="list-style-type: none"> - Wind speed - Wind direction - Temperature - Relative humidity - Precipitation • Digital Camera System
Rifle (Health and Human Services Building)	<ul style="list-style-type: none"> • Ozone
Parachute (Center for Family Learning Building)	<ul style="list-style-type: none"> • Meteorology <ul style="list-style-type: none"> - Wind speed - Wind direction - Temperature - Relative humidity - Precipitation

Table 2
Garfield County - Air Quality Monitoring Support
Total Tasks and Cost

Agency	Sites and Parameters	Task	Cost
ARS	Rifle (PM _{2.5} , O ₃ and meteorology) and Parachute (meteorology)	Routine Field Operations	\$22,292
		Routine Data Operations	\$14,700
		Quarterly Calibration / Maintenance – PM _{2.5} & O ₃	\$18,086
		Semi-annual Calibration / Maintenance - Meteorology	\$6,602
	Rifle (camera)	Camera system support	\$5,500
	All Sites and Parameters	Annual Report	\$8,460
Total			\$75,640

Table 3
Detailed Task Descriptions and Cost
Rifle Library Site

Parameter	Task	Cost Estimate
Continuous PM_{2.5} and Meteorology	Routine Field Operations <ul style="list-style-type: none"> Support routine field operations and maintenance requirements Provide emergency/remedial maintenance Provide site operator support 	\$7,802 (PM) \$3,344 (Met)
	Routine Data Operations <ul style="list-style-type: none"> Daily data collection and data review Generation and delivery of monthly status updates Includes instrument issues summary, data collection statistics and timeline plots Event alerts via email Includes preliminary data and time series plots for values measured above NAAQS related thresholds Generation and delivery of quarterly AQS files for CDPHE uploads 	\$5,145 (PM) \$2,205 (Met)
	Quarterly Calibration and Maintenance Visits (4 trips) <ul style="list-style-type: none"> Routine maintenance for all equipment (semi-annual for meteorology) Calibrations of equipment per EPA requirements and Garfield County QAPP Site operator training as necessary 	\$6,330 (PM) \$2,713 (Met)
	Semi-Annual site audits (2 trips) <ul style="list-style-type: none"> Independent systems audit per EPA requirements and Garfield County QAPP Preparation and delivery of audit report 	\$2,311 (PM) \$990 (Met)
	Subtotal PM_{2.5} and Meteorology	\$21,588 (PM) \$9,252 (Met)
Digital Camera System	Routine Operations <ul style="list-style-type: none"> Provide routine operational support and troubleshooting 	\$3,850
	Image Management <ul style="list-style-type: none"> Image collection, archival and reporting 	\$1,650
Subtotal Digital Camera		\$5,500
TOTAL RIFLE LIBRARY SITE		\$36,340

Table 4
Detailed Task Descriptions and Cost
Rifle - Health and Human Services Building

Parameter	Task	Cost Estimate
Ozone (O₃)	Routine Field Operations <ul style="list-style-type: none"> Support routine field operations and maintenance requirements Provide emergency/remedial maintenance Provide site operator support 	\$7,802
	Routine Data Operations <ul style="list-style-type: none"> Daily data collection and data review Generation and delivery of monthly status updates Includes instrument issues summary, data collection statistics and timeline plots Event alerts via email Includes preliminary data and time series plots for values measured above NAAQS related thresholds Generation and delivery of quarterly AQS files for CDPHE uploads 	\$5,145
	Quarterly Calibration and Maintenance Visits <ul style="list-style-type: none"> Routine maintenance for all equipment Calibrations of equipment per EPA requirements and Garfield County QAPP Site operator training as necessary 	\$6,330
	Semi-Annual site audits <ul style="list-style-type: none"> Independent systems audit per EPA requirements and Garfield County QAPP Preparation and delivery of audit report 	\$2,311
	Subtotal Ozone	\$21,588
TOTAL RIFLE – HEALTH AND HUMAN SERVICES BUILDING		\$21,588

Table 5
Detailed Task Descriptions and Cost
Parachute - Center for Family Learning

Parameter	Task	Cost Estimate
Meteorology	Routine Field Operations <ul style="list-style-type: none"> • Support routine field operations and maintenance requirements • Provide emergency/remedial maintenance • Provide site operator support 	\$3,344
	Routine Data Operations <ul style="list-style-type: none"> • Daily data collection and data review • Generation and delivery of monthly status updates • Includes instrument issues summary, data collection statistics and timeline plots • Event alerts via email • Includes preliminary data and time series plots for values measured above NAAQS related thresholds • Generation and delivery of quarterly AQS files for CDPHE uploads 	\$2,205
	Semi-annual Calibration and Maintenance Visits <ul style="list-style-type: none"> • Routine maintenance for all equipment • Calibrations of equipment per EPA requirements and Garfield County QAPP • Site operator training as necessary 	\$2,713
	Semi-Annual site audits <ul style="list-style-type: none"> • Independent systems audit per EPA requirements and Garfield County QAPP • Preparation and delivery of audit report 	\$990
TOTAL PARACHUTE – CENTER FOR FAMILY LEARNING		\$9,252

Table 6
Detailed Task Descriptions and Cost
Annual Report (all sites)

Item	Task	Cost Estimate
Data Report	Annual Report <ul style="list-style-type: none"> • Provide an annual data summary report that includes the following <ul style="list-style-type: none"> - Meteorological summaries - Criteria pollutant summaries as related to the NAAQS - Summaries of PM10 data collected by CDPHE - Summaries of VOC and carbonyl data provided by the Garfield County VOC analysis laboratory 	\$8,460
ANNUAL DATA REPORTING (ALL SITES)		\$8,460

Attachment B: Air Resource Sole Source Justification Detail

Describe the products and/ or services to be procured and how they meet your needs.

The Colorado Department of Public Health and Environment's Air Pollution Control Division (APCD) conducts ambient air monitoring for particulate matter and ozone, visibility, as well as meteorological monitoring at locations throughout Colorado. Due to the distance and the frequency of required maintenance, it is not feasible for APCD staff to maintain all the sites on a routine basis. The division requires the contracting of an air quality consultant to support and operate this site. APCD received sole source consideration to continue contracting with their current air quality contractor, Air Resource Specialist (ARS). ARS will continue to provide APCD's general operational support, calibrations, audits, data collection, validation, and reporting for sites throughout Colorado.

Garfield County Public Health (GCPH) holds the local contract with APCD to oversee the air quality monitoring sites within Garfield County. The APCD contract pays for ARS's air quality monitoring work in Garfield County requested by the division with GCPH staff supporting routine operations, power and Wi-Fi connectivity. Given ARS is the sole source vendor for APCD they have been the sole sourced vendor for Garfield County's APCD contracted air quality monitoring program since its 2005 inception.

Provide a detailed explanation of Vendor's Sole Source Status – what is the basis for your identifying this as a sole source?

This vendor is uniquely equipped to perform this work as they have all the equipment and staffing in-house. Due to their other air monitoring contracts in the area, they can also realize a cost savings by combining long-distance trips for different sites. These other contracts are important, as they allow for a cohesive air monitoring network in western Colorado, whose operations and data validation procedures are standardized under one contractor. An air monitoring network's stability and effectiveness is greatly increased when operations can be standardized. APCD has stated that any action to reduce standardization must be minimized wherever possible. Other factors include financial and staffing requirements to modify the established data communication, data polling, and data validation protocols that would be required with a new contractor; these costs could be substantial. Current data protocols with Air Resource Specialists have already been established and are working well.

Why can't the goods/services be purchased through another vendor?

APCD understands that there are other vendors that could provide this service, however, whether directly or indirectly, it is believed that it would be at a greater cost to APCD. Previous costs comparisons done by APCD have always resulted in this vendor as the low bidder, or as very competitive. The Garfield County sites have established communications equipment and protocols that have been set up previously by this contractor. The current contractor has a great deal of familiarity with the site and has configured it to be compatible with their data systems. The cost for a different contractor to set up new protocols would be significant and time consuming. Additionally, the cost to APCD to modify standard operating procedures, data reports and new data flows would be significant and time consuming.

What research has the program conducted to justify this sole source?

APCD has experience working with numerous air quality contractors and knows the direct and indirect ramifications for switching operating contractors at a site.

A sole source is justified in the instance that this is the *only* vendor-not what the program may determine to be the *best* vendor. Is this the *only* vendor? Explain...

There are other vendors that can provide air monitoring services, however, this is the only vendor, to APCD's knowledge, that can seamlessly assume operations of the site, without disruption, and provide the desired services without APCD or Garfield County incurring a significant amount of indirect costs that would be incurred by switching to a new contractor.

APCD has stated that ARS is their sole vendor due to their extensive experience with air quality monitoring within Colorado. Because they originally installed and configured Garfield County's air monitoring sites and has maintained the sites for the many years, they have an in-depth knowledge of the site's configuration and operations. They have working relationships with Garfield County Environmental Health staff and have provided training to these staff in APCD's standard operating procedures for the sites. ARS has also established protocols for handling the data and has been subjected to a Technical Systems Audit by APCD staff. ARS maintains licenses for data polling and data acquisition equipment, and a current EPA Standard Reference Certification on an in-lab ozone transfer standard.

The Garfield County sites were initially established under a competitive bid process where this vendor was the lowest. An extension of that initial bid price over the years with an expected 1-2% annual increase to adjust for inflation has been considered a fair and reasonable price. The current cost of the existing Air Resource Specialist contract is fair and reasonable.

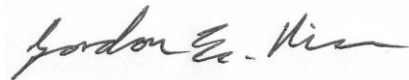
June 29, 2022

To Whom It May Concern:

The Colorado Department of Public Health and Environment's (CDPHE) Air Pollution Control Division (APCD) contracts with local public health agencies across the state to administer and/or operate the local air quality monitoring systems as part of the state air quality monitoring network. In some cases, an air quality monitoring consultant is necessary to conduct the technical work. The APCD has contracted directly with consultants, or in some local agency contracts, it has been included as part of the contract.

CDPHE conducted a Request for Proposal (RFP) process in 2019 to identify a contractor for an air quality monitoring system. Air Resource Specialists was selected for the contract as they had existing knowledge and experience with the state network, with APCD polling systems, and with APCD SOP's and quality assurance requirements. This helped reduce the cost significantly as additional training and systems development was not needed. Air Resource Specialists is also the selected contractor for the National Park Service and Bureau of Land Management for their air monitoring networks. As part of the state air quality monitoring contract with Garfield County, the use of the state contractor, Air Resource Specialists, is appropriate.

Sincerely,



Gordon E. Pierce
Technical Services Program Manager
Air Pollution Control Division

Sole Source Justification

Garfield County Procurement Code Article 3.5

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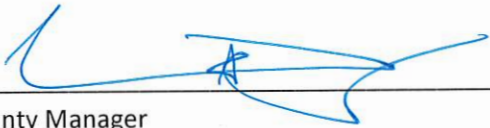
Based upon the following information, the undersigned requests that the County Manager approve a Sole Source Purchase:

1. Description of Good/Service required, as more specifically identified in the attached Specifications or Scope of Work: Air Quality Monitoring (attachment is required).
2. Amount Budgeted and Appropriated: \$ ~~49,259~~ \$42,119.00 CK.
3. Will the contract term need to extend beyond the current calendar year? Yes
4. Proposed Contractor/Vendor: Air Resource Specialists Inc. (ARS)
5. The reason(s) this Contractor/Vendor is the only supplier for this Good/Service is/are:

This contract is for work associated with the Garfield County air quality monitoring, data management, and website for community access to data. This is the same contractor that is used for the CDPHE contract for air quality monitoring. CDPHE has conducted their own sole source justification making ARS their sole sourced contractor making it necessary for Garfield County to use this contractor for continuity.

(Attachment B for detailed justification)

Completed by:  Date: 06/04/2025
Name: Edward R. White, P.E.
Title: Environmental Health Specialist III

Approved:  Date: 6/9/25
County Manager



June 16, 2025

Edward “Ted” White, P.E.
Environmental Health Specialist
Garfield County Public Health
2014 Blake Avenue
Glenwood Springs, CO 80161

**Re: ARS Support Services Quotation for Garfield County Air Quality Monitoring Program,
7/1/2025-12/31/2025 (revised)**

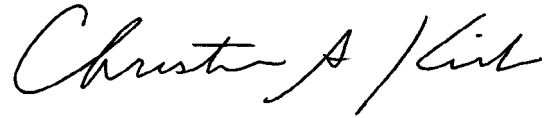
Dear Ted,

Air Resource Specialists, Inc. (ARS) is pleased to provide this cost quote for the continuation of services in support of Garfield County’s air quality monitoring program. This quote describes the level of effort to continue operations and support for specific aspects of the program for the period July 1, 2025, through December 31, 2025. Proposed support consists of the following three (3) items:

Item	Description	Cost
1	Roaring Fork Monitoring Station <ul style="list-style-type: none">• Calibration/maintenance visits (1 visit)• Routine operational support for remote servicing• Data collection, review, validation and reporting	\$10,421
2	Mobile Monitoring Station <ul style="list-style-type: none">• Calibration/maintenance visits (2 visits)• Routine operational support• Limited remote emergency support• Data collection, review, validation and reporting	\$29,403
3	Image Management and Web Site Support <ul style="list-style-type: none">• Maintain ARS content for public website (www.garfieldcountyaq.net)• Digital image management	\$2,295
TOTAL:		\$42,119

Brief descriptions of the scope of work and cost estimates are presented for each item in Attachments 1 through 3. We appreciate the opportunity to offer our air quality monitoring services to Garfield County. Please contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, reading "Christian A. Kirk". The signature is written in a cursive, flowing style.

Christian A. Kirk
Vice President – Technical Operations
Air Resource Specialists, Inc.

Attachment 1: Roaring Fork Monitoring Station
Attachment 2: Battlement Mesa Mobile Site
Attachment 3: Image and Website Management Support

Attachment 1

The Carbondale, or Roaring Fork, station began operation in March 2012. Parameters monitored at the site include Ozone (O₃) and several meteorological parameters (wind speed, wind direction, relative humidity and ambient temperature). ARS proposes to continue support as outlined in Table 1 for the period of July 1, 2025, through December 31, 2025.

Table 1

Roaring Fork Monitoring Station
7/1/2025 - 12/31/2025

Description	Cost
Calibration/maintenance services	\$2,266
<ul style="list-style-type: none">• Calibration/maintenance visits to include:<ul style="list-style-type: none">- Annual visit to perform calibration and maintenance of gas(O₃) and meteorological (Temp., RH, WS, WD) measurement systems and the related data collection and communications systems- Additional calibration of the ozone monitor will be conducted at ARS laboratories (equipment to be shipped to and from site) as necessary- Site operator training as necessary	
Routine operational support to include:	\$3,980
<ul style="list-style-type: none">• Provision of operational supplies• Remote systems operations checks• Remote operator assistance (via phone) as necessary	
Data collection, review, validation and reporting	\$4,175
<ul style="list-style-type: none">• Data collection to include:<ul style="list-style-type: none">- Automated data retrieval every 15-minutes for website posting- Daily data review to identify potential issues• Data management and validation to include:<ul style="list-style-type: none">- Collection and review of site documentation (log sheets and trip reports)- Review of QA documentation- Weekly, monthly and annual data validation reviews- Archival of both raw and validated data, field notes and validation notes• Data reporting to include:<ul style="list-style-type: none">- Event notifications by email- Quarterly preliminary validated data summaries and statistics (15-days after end of quarter)- Inclusion of data in a comprehensive network-wide annual summary report (6-months after end of calendar year)	
TOTAL:	\$10,421

Attachment 2

The Garfield County Mobile Site began operation at the Battlement Mesa location in September 2012 and was relocated to Glenwood Springs where it operated from February 2015 through February 2016. The mobile monitor returned to Battlement Mesa in March 2016. Parameters monitored at the site include VOCs, continuous PM₁₀/PM_{2.5}, Ozone (O₃), Oxides of Nitrogen (NO/NO₂/NO_x), methane, non-methane and total hydrocarbons (CH₄, NMHC, THC) and several meteorological parameters (wind speed, wind direction, relative humidity and ambient temperature). ARS proposes to support the station as outlined in Table 2 for the period of July 1, 2025, through December 31, 2025. Relocation of mobile monitor is not costed in this proposal.

Table 2
Mobile Monitoring Station
7/1/2025 - 12/31/2025

Description	Cost
Calibration/maintenance services	\$8,238
<ul style="list-style-type: none"> Calibration/maintenance visits to include: <ul style="list-style-type: none"> Quarterly calibration and maintenance of gas (O₃, NO/NO₂/NO_x, CH₄/NMHC/THC) and particle (PM_{2.5}/PM₁₀) measurement systems and the related data collection and communications systems Semi-annual calibration and maintenance of meteorological (Temp., RH, WS, WD) systems Site operator training as necessary 	
Routine operational support to include:	\$13,045
<ul style="list-style-type: none"> Limited Remote systems operations checks Remote operator assistance (via phone) as necessary Limited remote instrument calibrations to account for instrument drift Supplies limited to filter tape, particulate filters, and support gases only 	
Data collection, review, validation and reporting	\$8,120
<ul style="list-style-type: none"> Data collection to include: <ul style="list-style-type: none"> Automated data retrieval every 15-minutes for website posting Daily data review to identify potential issues Data management and validation to include: <ul style="list-style-type: none"> Collection and review of site documentation (log sheets and trip reports) Review of QA documentation Weekly, monthly and annual data validation reviews Archival of both raw and validated data, field notes and validation notes Data reporting to include: <ul style="list-style-type: none"> Event notifications by email Quarterly preliminary validated data summaries and statistics (15-days after end of quarter) Inclusion of data in a comprehensive network-wide annual summary report (6-months after end of calendar year) 	
TOTAL:	\$29,403

Attachment 3

For the Garfield County Air Quality Monitoring Program, real-time data, including camera images, are displayed on the Garfield County Air Quality Monitoring website (<http://www.garfield-county.com/air-quality/>). ARS proposes to provide continued support for the image and website management components of the program as outlined in Table 3 for the period of July 1, 2025, through December 31, 2025.

Table 3
Image and Website Management Support
7/1/2025 - 12/31/2025

Description	Cost
Website and Image Management Services	\$2,295
<ul style="list-style-type: none">• Maintain on ARS servers a public website (www.garfieldcountyaq.net) embedded in the Garfield County website (http://www.garfield-county.com/air-quality/)• Provide basic functionality updates such as:<ul style="list-style-type: none">- Troubleshooting of browser related issues- Assistance with performance and presentation issues- Maintain and update image handling software on website- Review public website daily to help identify and resolve issues• Digital Image Management<ul style="list-style-type: none">- Maintain a public FTP site to server for digital images captured by the Rifle camera system- Manage image archival- Archive DVDs for specified periods of time will be made available upon request	
TOTAL:	\$2,295



Expense Budget Worksheet Report

Budget Year 2025

Account Account Description 2025 BOCC final approval

Fund **119 - Public Health**

Department **19 - Public Health**

Sub Department **084 - Environmental Health**

Professional & Tech Svcs

Professional Services

4320.475 Prf. Srv.-Air Quality Monitoring 181,193.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
BOCC final approval	Air Monitoring County funded 1/1/25-12/31/25	1.0000	78,868.00	78,868.00
BOCC final approval	Enthalpy Analytical - lab analysis	1.0000	19,215.00	19,215.00
BOCC final approval	State Air Quality Contract 7/1/24-6/30/24	1.0000	83,110.00	83,110.00
BOCC final approval Totals				\$181,193.00

Professional Services Totals \$181,193.00

Professional & Tech Svcs Totals \$181,193.00

Sub Department **084 - Environmental Health** Totals \$181,193.00

Department **19 - Public Health** Totals \$181,193.00

Fund **119 - Public Health** Totals \$181,193.00

Net Grand Totals \$181,193.00

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OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

AIR RESOURCE SPECIALISTS, INC.

is a

Corporation

formed or registered on 12/13/1982 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19871500872 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 06/24/2025 that have been posted, and by documents delivered to this office electronically through 06/25/2025 @ 10:46:14 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 06/25/2025 @ 10:46:14 in accordance with applicable law. This certificate is assigned Confirmation Number 17435537 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."