

## **STATEMENT OF NEED**

### **Helium for NWS Tucson, AZ**

#### **1. BACKGROUND**

The National Weather Service (NWS) is a 24-hour, 365-day operation, and is a public safety agency. The primary mission of the NWS is the protection of life and property. The NWS Weather Forecast Office (WFO) in Tucson, AZ launches weather balloons routinely twice a day at 4 am and 4 pm MST. Each balloon requires approximately 65 cubic feet (CF) of helium. Instrumentation is attached to each balloon which provides measurements of temperature, humidity, wind speed and direction, and height. This data is transmitted worldwide and used to make weather forecasts out to 10 days.

#### **2. OBJECTIVE**

The objective of the NWS is to receive and keep on-hand an adequate supply of helium (up to 7,200 CF, but no less than 910 CF) to perform the weather balloon launches on schedule. The supply will be re-stocked every two to three weeks, as applicable for the amount of helium delivered by the contractor.

#### **3. SCOPE**

The Contractor is responsible for supplying helium to the NWS WFO located at 520 North Park Avenue, Tucson, AZ 85719. The total amount of helium to be delivered is approximately 49,000 CF, delivered incrementally to meet the general rate of use of 130 CF per day. There is an option to increase quantity by an additional 3,000 CF, for a maximum of 52,000 CF, if the option is exercised. There is space on site to store a maximum of 24 cylinders, between 200 and 300 CF per cylinder, which must be in a manifold-cradle configuration (cylinders per cradle to be determined by the Contractor) compatible with a transferable regulator, as shown in the image below:

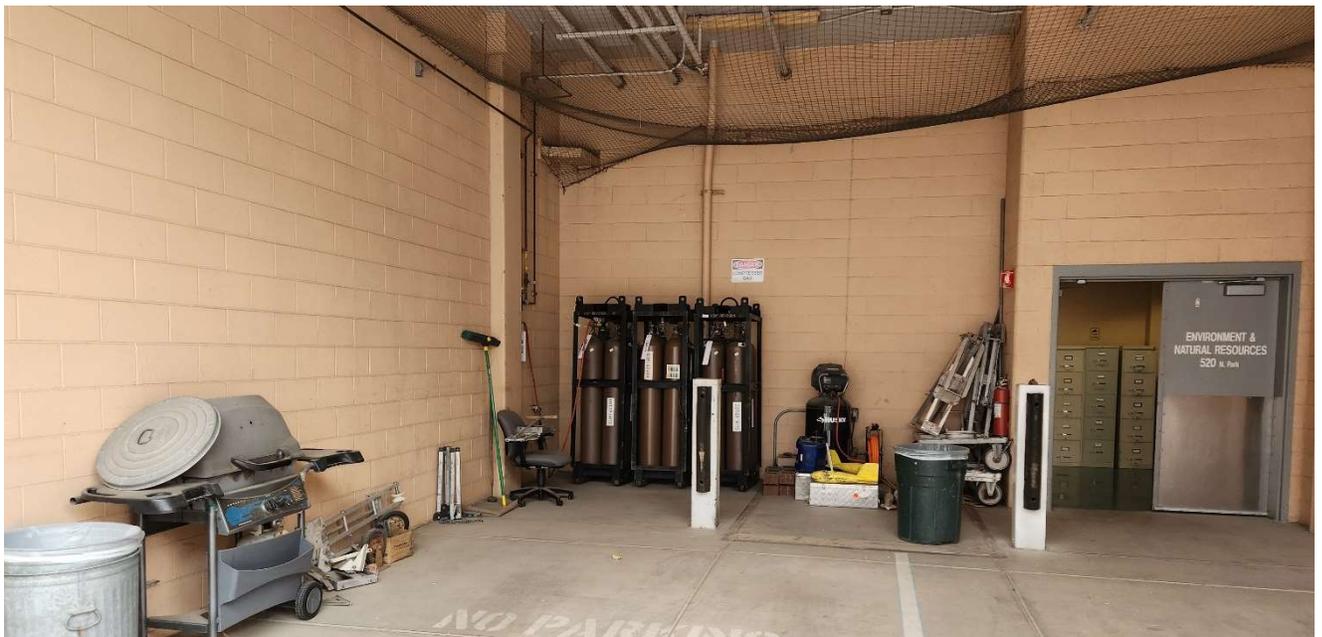


#### 4. PERIOD OF PERFORMANCE

The period of performance for this requirement is 12 months, beginning August 1, 2023 and ends July 31, 2024. There are no option periods included in this requirement.

#### 5. PLACE OF PERFORMANCE

All deliveries are to be made to the NWS Weather Forecast Office located at 520 North Park Avenue, Suite 304, Tucson, AZ 85719. The point of delivery is at the ground level inside; a loading and unloading area is available such that the cradle can be rolled from a truck lift gate to its delivery point. **A forklift is not available on site.** The storage area is shown in the image below:



#### 6. REQUIREMENTS

**Site Storage and Usage:** This site will store a maximum of 7,200 CF of helium at a time. All helium must be provided in manifold-cradle packs (no individual cylinders) as the facility does not have racks to safely store individual cylinders upright.

This site uses a minimum of 130 CF of helium per day, every day of the year. Actual use and the correlated number of packs per delivery depends on how many cubic feet of helium is provided in each pack, and also has the potential to vary if we must launch extra balloons. Over an average two-week period, with no extra launches, we will use approximately 1,820 CF. We need to keep an additional store of 910 CF of helium on site in case of additional unforeseen launches or delayed deliveries. The intent is that we will be replenished to between 4,550 and 7,200 CF with each completed delivery.

**Initial Delivery:** The contractor shall supply between 4,550 and 7,200 CF of helium on or shortly after August 1, 2023, with the actual delivery date coordinated with one of the Points of Contact

listed in Section 8. below. We understand the exact amount supplied will vary based on the size of the cylinders, which must be between 200 and 300 CF per cylinder.

**Delivery Schedule:** After the initial delivery, the Contractor will replenish back to between 4,550 and 7,200 CF of helium approximately every three weeks. The delivery schedule shall be arranged upon contract award with one of the NWS points of contact listed in Paragraph 8, below. In accordance with the arranged schedule, the Contractor shall replace all empty helium packs with full helium packs. The Contractor shall pick up the empty cylinders in the same trip.

Balloon launches occur twice a day, every day of the year, regardless of holidays. Therefore, the delivery schedule needs to be maintained regardless of holidays. If a holiday falls on a scheduled delivery day and the Contractor is not able to complete a regularly scheduled delivery, the Contractor shall make arrangements in advance for an alternate delivery date. The Contractor will contact the NWS office if a delivery is going to be delayed for any other reason.

In the event of a helium shortage by the Contractor or their supplier, the Contractor is responsible for communicating the shortage to the NWS as soon as possible, but no less than two days prior to the next scheduled delivery. If the Contractor is unable to find a reasonable supply in time to fill the requirement, the NWS reserves the right to purchase helium from another supplier outside of this contract.

**Performing Deliveries:** The Contractor shall contact NWS personnel at this location when arriving for a delivery. A loading and unloading area is available at this location such that six-packs can be rolled from a truck lift gate to its delivery point. The Contractor shall perform the deliveries in such a manner that there will be minimal interruption to or interference with the normal operation of Government business on the premises. Prior to departure, the driver will get a signature for delivery and leave a copy of the receipt. All equipment necessary for loading and unloading the helium shall be provided by the Contractor.

**Evidence of Delivery:** The Driver shall leave a signed receipt with each delivery. A copy of the signed receipt shall also be attached to the associated invoice when mailed.

**Compliance:** If any of the deliveries do not conform to contract requirements (i.e. a delivery results in less or more than replenishment of helium to 4,550 CF, or delivery results in unsafe conditions on-site, etc), the Government reserves the right to require the Contractor to bring the delivery into conformity with contract requirements, at no increase in contract amount (i.e. without additional delivery charges).

**Transition Period:** If this contract is awarded to other than the incumbent Contractor, then prior to the first day of the contract, the new Contractor and one of the NWS points of contact, listed in Paragraph 8 below, shall establish the delivery schedule, including coordinating the initial delivery to coincide with the pickup of cylinders by the former contractor. Likewise, upon completion of this contract, if the new follow-on contract is awarded to other than the current Contractor, the current Contractor shall participate in the transition coordination efforts in order to minimize the risk of a missed balloon launch due to the helium being unavailable at the launch site. The end-of-contract transition period may include a lighter delivery in the final weeks of the contract.

## 7. SAFETY AND SECURITY

The rules associated with all University of Arizona buildings are posted on the building entry doors. The National Weather Service contact information is found on the chain restraining the empty

helium packs. All rules concerning safety, not smoking and the security of the property must be observed at all times.

Safety Data Sheets (SDS) must be provided by the Contractor to one of the NWS points of contact, where the information will be kept on file in accordance with applicable guidelines of the OSHA Hazard Communications Standard. Requirements pertaining to recordkeeping will be strictly followed, with copy(s) provided to MIC as necessary and upon request.

## **8. POINTS OF CONTACT**

The Government contacts at the NWS office in Tucson, AZ are:

Observation Program Leader (OPL) – 520-670-5156 x225  
Administrative Support Assistant (ASA) – 520-670-5156 x221  
Meteorologist In Charge (MIC) – 520-670-5156 x222

## **9. INVOICING**

The Contractor will invoice in arrears. The invoice must include the following items:

- a. Name and address of the contractor, which must be the same as that on the Purchase Order
- b. Invoice date and invoice number
- c. Purchase Order number and associated line item number from the Purchase Order
- d. Description, quantity, unit of measure, unit price and extended price of supplies delivered, and date of delivery
- e. Evidence of delivery by way of receipt signed by NWS representative at the time of delivery
- f. Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice (a defective invoice is one that does not meet all the above requirements)

**The invoices shall be sent to the following address, but see “Invoicing Processing Platform—Alternate 1 (Dec 2022)” in Clauses contained herein for critical information and instructions about a future transition to new invoicing procedures.**

National Weather Service  
Attn: ASA  
520 North Park Avenue, Suite 304  
Tucson, AZ 85719-5074