



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

Updated: November 4, 2015

Request for Qualifications #2015-011

**Furniture Liquidation Services**

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**SECTION I – SUMMARY**

The intent of this Request for Qualifications (RFQ) is to select a furniture liquidation vendor to remove excess office furniture, in the most cost-effective and time efficient manner from the Bay Area Air Quality Management District (Air District). The Air District expects to move in March 2016 from its current headquarters building at 939 Ellis Street in San Francisco to a new headquarters building.

To respond to this Request for Qualifications (RFQ), an interested company should submit one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format) of its statement of qualifications to:

Cynthia Zhang, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109  
czhang@baaqmd.gov

**Statements of qualifications must be received by 4:00 p.m. on November 12, 2015.  
Late submissions will not be considered.**

Statements of qualifications must address all information requested in this RFQ. A statement of qualifications may add information not requested in this RFQ, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit statements of qualifications. **Any questions regarding this RFQ should be directed to Cynthia Zhang at: [czhang@baaqmd.gov](mailto:czhang@baaqmd.gov).**

## **SECTION II – BACKGROUND**

### **Air District Overview**

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-two member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The chief executive officer of the Air District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

The Air District expects to move in March 2016 from its current headquarters building at 939 Ellis Street in San Francisco to a new headquarters building.

## **SECTION III – SUBMISSION REQUIREMENTS**

### **A. General**

1. All statements of qualifications must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Statements of qualifications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the due date. Please check our [website](#) for updates prior to the due date.
5. All questions must be in written form or emailed directly to Cynthia Zhang, Purchasing Agent, and arrive no later than **4:00 p.m. on November 6, 2015**.

All questions will be answered in writing and posted on the [BAAQMD RFQ webpage](#) by **6:00 p.m. on November 9, 2015**.

6. The cost for developing the statement of qualifications is the responsibility of the bidder, and shall not be chargeable to the Air District.
7. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

## **B. Submittal of Statements of Qualifications**

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Statement of Qualifications, and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. Due Date – All submissions are due no later than 4:00 p.m., Thursday, November 12, 2015, and should be directed to:

Cynthia Zhang, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street; San Francisco, CA 94109  
czhang@baaqmd.gov

2. Submissions received after the time and date provided previously specified will not be considered.
3. Signature – All statements of qualifications should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Late submissions will not be accepted. Any correction or re-submission of statements of qualifications will not extend the submittal due date.
5. Grounds for Rejection – A submission may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Submissions – All responses to this RFQ become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion "confidential." The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Submissions marked "confidential" in their entirety will not be honored, and the District will not deny public disclosure of any portion of

submittals so marked.

By submitting a statement of qualifications with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a statement of qualifications.

**C. Interviews**

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the submissions.
2. Submittal of new materials at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

**SECTION IV – GENERAL DESCRIPTION OF SERVICES**

Furniture Inventory:

The following is a Summary of all of the furniture items to be liquidated. Refer also to the ATTACHMENT A - Furniture Inventory for additional detail. This Furniture Inventory is provided as a **general overview** only of all furniture items available for liquidation.

Quantity	Category	Type
115	Cubicle	(11) Cubicles, (104) Fabric Panels
1,033	Chairs	(432) Task Chairs, (601) Guest Chairs
180	Conference Room Sets	(48) Conf. Tables, (132) Conf. Chairs
655	Cabinets	(286) Vertical File Cabinets, (279) Lateral File Cabinets, (74) Storage Cabinets, (16) Lockers
743	Office Furniture	(265) Overhead cabinets, (268) Movable Pedestals, (15) Hutches, (181) Wardrobes, (14) Credenzas
313	Book Shelves	(14) 2-shelf, (64) 3-shelf, (104) 4-shelf, (68) 5-shelf, (48) 6-shelf, (15) 7-shelf
24	Lunch Room Furniture	(2) Tables, (11) Refrigerators, (9) Microwaves, (1) Dishwasher, (1) Ice Machine
872	Tables	(391) Desks, (89) Tables, (392) Worksurfaces

Security Procedures:

- A list of personnel is required in advance from the Furniture Liquidator
- A detailed removal schedule will be developed by the selected vendor

- A list of all furniture that is removed from premises is to be provided on a daily basis
- All Furniture Liquidator personnel must check in/out daily with Security in the front lobby

It is the Air District's intent that one vendor liquidate all of the available furnishings and provide total management for all excess items. The Air District anticipates that the liquidator will:

- Furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding and licenses to complete project;
- Liquidator will be responsible and will pay all shipping costs: the Air District will not be responsible for any shipping costs;
- Obtain any necessary parking permits as required;
- Prepare building elevators with wall protection during all move-out activity;
- Provide crew equipment to move out all furniture to be liquidated according to the project schedule;
- Provide dollies, panel carts and tools to de-install and remove furniture as required;
- Provide list of all furniture that is removed from 939 Ellis on a daily basis;
- Participate in project meetings

The above tasks include what the Air District anticipates the Liquidator will complete. However, the Air District encourages firms to submit alternative solutions to meet the Air District's ultimate goal of outsourcing the liquidation and removal of excess furniture.

A building walk-through is scheduled for **Thursday, November 5, 2015 at 10:00 a.m.** at 939 Ellis Street, San Francisco, CA. Please confirm your attendance by e-mail to Cynthia Zhang at [czhang@baaqmd.gov](mailto:czhang@baaqmd.gov) by Tuesday, November 3, 2015.

## **SECTION V – SUBMISSION CONTENTS**

### **Contents of Statement of Qualifications**

Submitted statements of qualifications should follow the format outlined below and include all requested information. Please number your responses exactly as the items are presented here, and limit to 10 one-sided pages.

#### **1. Experience, Structure, Personnel**

- a. Firm Contact Information – Provide the following information about the firm:

- Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
  - Name of firm's representative designated as the contact and email address
  - Name of project manager, if different from the individual designated as the contact
- b. Firm History – Provide a history of your firm's experience in providing furniture liquidation services similar to those sought through this RFQ, including any services provided to governmental organizations. Provide references for any similar projects listed, including contact name, title, and telephone number. Describe the technical capabilities of the firm in all areas relevant to the services sought through this RFQ.
- c. Assigned Personnel – List all key personnel who would be assigned to Air District projects by name and role. Provide the proposed number of trucks, personnel, and composition of crews per day. Provide descriptions of education and training, along with a summary of experience in providing services similar to those sought through this RFQ. Background descriptions can be a resume, CV, or summary sheet. Note that the standard Air District contract will not permit substitution of project manager without prior written approval of the Air District's assigned program manager.
- d. State how furniture disposal/recycling/donation/reuse will be handled.
- e. Provide an estimate of what percentage of total product will be recycled/disposed of/reused/donated.
- f. Provide an addition alternative, if applicable, for recycling of product.
- g. Subcontractors – List any subcontractors that will be used and the work to be performed by them.
- h. Conflict of Interest – Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The Air District reserves the right to consider the nature and extent of such work in evaluating the submission.
- i. Additional Information – Provide any other information that the firm wishes the Air District to consider in evaluating the submission.
2. Fee Information (Does not count against 10-page limit)
- a. Provide price/cost for removal of all furniture from Air District
  - b. Provide estimate for disposal costs.

- c. Any other fees or charges. Reference and include any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.

## SECTION VI – QUALIFICATIONS EVALUATION

A panel of Air District staff will evaluate all statements of qualifications. The panel will recommend the selection of one or more contractors to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFQ. An example of a typical contract for professional services used by the Air District is included in Section VIII.

In evaluating statements of qualifications submitted pursuant to this request, the Air District places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the Air District.
- Experience of firm and employees to be assigned to a District project in general, and in particular, providing furniture liquidation services to governmental agencies.
- Experience of the firm with comparable organizations and types of services.
- Innovative or outstanding work by firm that demonstrates the firm's qualifications to provide furniture liquidation services.
- Number, complexity, and nature of furniture liquidation projects handled by the firm.
- Selected firm's staff ability, availability and facility for working with Air District directors, officers, staff and consultants.
- Conformity with applicable Air District policies as noted herein.
- Proposed fee structure relating to services the firm(s) would provide.

The Air District reserves the right to reject any and all statements of qualifications submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview responding firms. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

## SECTION VII – SCHEDULE

RFQ Release Date	October 29, 2015
Building Walk-through Date	November 5, 2015
Questions Due Date	November 6, 2015
Answers Provided Via Website	November 9, 2015
RFQ Submission Due Date	November 12, 2015

Selection of Finalist	November 20, 2015
Furniture Liquidation	April/May 2016

*Note: Dates are tentative and subject to change pending confirmation of project schedule.*

### **SECTION VIII – SAMPLE CONTRACT**

A sample contract to carry out the work described in this RFQ is available on the [District's website](#).

### **SECTION IX – ATTACHMENTS**

- Attachment A – Furniture Inventory of 939 Ellis Street, San Francisco