



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

February 26, 2016

Request for Proposals# 2016-002

Bay Area Vehicle Buy-Back Program
Dismantler Services

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District), through its Vehicle Buy Back (VBB) Program, seeks to encourage the scrapping of 1994 model year and older light-duty motor vehicles because of their relatively high emission rates of air pollutants. This Request for Proposals (RFP) solicits formal proposals from companies that would, under contract with the Air District, advertise to seek out voluntary sellers of these vehicles, accept vehicles from voluntary sellers, ensure that the vehicles comply with Air District criteria set forth in this RFP, purchase and scrap the vehicles, handle all Department of Motor Vehicles (DMV) and Air District paperwork, and ensure compliance with all applicable regulations. The Air District's intends to allocate approximately \$7 million in funding for the Vehicle Buy Back (VBB) Program.

To respond to this Request for Proposals (RFP), an interested company should submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format) of its proposal to:

Mailing Address:
Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
939 Ellis Street; San Francisco, CA 94109

E-mail address: czhang@baaqmd.gov

**Proposals must be received at the Air District office at
939 Ellis Street; San Francisco, California, 94109 by 4:00 p.m. on March 24, 2016.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, 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 proposals. **Any questions regarding this RFP should be directed to Cynthia Zhang at: czhang@baaqmd.gov.**

SECTION II – BACKGROUND

A. 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.

B. Air District's Vehicle Buy-Back Program

Research shows that motor vehicles are responsible for a large share of urban air pollution. Consequently, many smog control efforts concentrate on reducing emissions from motor vehicles. One approach involves encouraging the voluntary "retirement" of older motor vehicles, which lack modern emission controls and produce more air pollution than newer motor vehicles. A financial incentive is offered to encourage owners to scrap their light-duty motor vehicles voluntarily.

The VBB Program is eligible to receive Air District funds from the Carl Moyer Program, Mobile Source Incentive Fund, and Transportation Fund for Clean Air (TFCA) programs. Through this solicitation the Air District intends to allocate approximately \$7 million in funds for the purchase of vehicles through the VBB Program. Since beginning operation in 1996, the Air District's VBB program has retired over 55,000 vehicles and reduced over 4,600 tons of ROG, over 2,500 tons of NOx, and over 32 tons of PM.

The Scope of Work (SOW) in Section IV of this RFP complies with the Voluntary Accelerated Light-Duty Vehicle Retirement (VAVR) Regulations adopted by the California Air Resources Board (ARB). Light-duty vehicle retirement projects are subject to the requirements of the Voluntary Accelerated Vehicle Retirement Regulation (VAVR Regulation), Cal. Code Regs., tit. 13, §§ 2601 et seq. Light and medium-duty vehicle projects funded through AB923 are authorized by Health and Safety Code Section 44229 which states in subsection (b)(4) that these projects must be in compliance with guidelines adopted by ARB. The Carl Moyer Program Guidelines chapter on VAVR constitutes ARB's adopted guidelines for light-duty projects. The selected contractor(s) shall comply with Air District requirements and the VAVR Regulations.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates prior to the due date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals.
7. The total quotation for this project should not exceed seven million dollars (\$7,000,000). The Air District will scrap as many vehicles as currently proposed funding (\$7 million) permits.
8. All questions must be in written form or emailed directly to Tina Landis, Administrative Analyst, and arrive no later **4 p.m. on March 10, 2016**. All questions will be answered in writing and posted on the BAAQMD RFP webpage by **6:00 p.m. on March 17, 2016**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.
10. The Air District reserves the right to select more than one contractor and have vehicles scrapped by each contractor.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., March 24, 2016, and should be directed to:

Mailing Address:
Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
939 Ellis Street; San Francisco, CA 94109

Email Address:
czhang@baaqmd.gov

2. Proposals received after the time and date provided previously specified may not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit two hard (2) copies of the proposal in a sealed envelope to the mailing address above, plus 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. Hard copies of the proposal shall plainly mark the upper, left-hand corner of the submission with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal 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 Proposals – All responses to this RFP 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. Proposals 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 proposal 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 proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

C. Interviews

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

SECTION IV – SCOPE OF WORK

Proposals will be evaluated against each element of the Scope of Work below.

The selected contractor(s) will solicit, purchase, and scrap eligible vehicles in compliance with the following requirements and procedures, and in compliance with the VAVR Regulations. The Air District will not reimburse the contractor for the purchase of a vehicle, or the overhead associated with that purchase, if such vehicle fails to meet the following requirements:

A. Vehicle Eligibility Requirements

1. Participation shall be entirely voluntary for vehicle owners.
2. The vehicle must be a 1994 model year or older diesel or gasoline-powered passenger car or light-duty truck up to 10,000 pounds' gross vehicle weight or less.
3. The vehicle must be currently registered with the Department of Motor Vehicles (DMV) as an operating vehicle and must have been registered for at least 24 consecutive months prior to the date of the sale to a contractor to an address, or addresses, within the Air District. Smog Checks must be performed as required by DMV in order for the vehicle to be considered registered. Currently, diesel-powered vehicles are exempt from Smog Check and are not required to pass a Smog Check test to be eligible.
 - a. A vehicle may also be eligible if the owner of the vehicle placed the vehicle in planned non-operational status per Vehicle Code sections 4604 et seq., for up to two months during the 24-month registration

- period and occurring at least three months immediately prior to its sale to the contractor.
- b. It may also be eligible if the registration has lapsed for a period not to exceed six months during the previous 24 months and all appropriate registration fees and late penalties have been paid to DMV, provided that the vehicle is registered for at least three months immediately prior to its sale date to a contractor.
4. The vehicle shall be driven to the contractor's purchase site to be retired under its own power.
 5. Vehicles whose emission control systems have been tampered with as defined in Cal Code Regs., tit. 16, § 3340.41.5. are not eligible until such tampering has been completely corrected.
 6. The vehicle to be retired shall not be operating under a Smog Check repair cost waiver or economic hardship extension.
 7. If a vehicle volunteered for retirement is within 60 days of its next required Smog Check inspection, the vehicle shall pass the inspection without receiving a repair cost waiver or economic hardship extension prior to acceptance by the contractor.
 8. If a vehicle volunteered for retirement is within 61-90 days of its next required Smog Check inspection, the contractor shall verify that the vehicle has not failed a Smog Check inspection during this time frame.

B. Vehicle Functional and Equipment Eligibility Inspection

The contractor will only scrap vehicles meeting the following requirements. The vehicle function and equipment eligibility inspection must be performed at an ARB-approved inspector and conducted on-site at the contractor's yard.

1. The vehicle must have been driven to the inspection site under its own power. If the contractor has knowledge that a vehicle was towed or pushed for any portion of the trip to the inspection site, then the contractor shall not approve the vehicle for eligibility.
2. The vehicle shall pass functional and equipment eligibility inspections as specified in the VAVR Regulation (See Attachment A for a copy of the Certificate of Vehicle Functional and Equipment Eligibility).
3. Upon satisfactory completion of the inspection, the contractor will issue a certificate of functional and equipment eligibility. The certificate of functional and equipment eligibility form will be provided by the Air District.
4. Vehicles failing the requirements pursuant to Sections B.1 and B.3 may be retested by the contractor for compliance with these requirements and issued a certificate of functional and equipment eligibility provided the vehicle has traveled a minimum of 50 miles subsequent to the failure determination. Vehicles with inoperable vehicle odometers must have the odometer fixed prior to conducting this test. Vehicles failing the requirements pursuant to Section B.2 may be retested by the contractor for compliance with these requirements and issued a certificate of functional and equipment eligibility at any time after modifications have been made to the vehicle.

C. Offering Vehicles/Parts to the Public

1. There is a minimum waiting period of ten (10) days between the day the contractor provides a description of a vehicle to the Air District and the day a DMV Registration 42 form (Notice to Dismantler) is transmitted to the DMV for the vehicle. During the 10-day waiting period, with the vehicle owner's permission, the contractor will submit to the Air District a description of the vehicle in accordance with Section C.1(a), and the date when the vehicle is scheduled to be delivered for final sale to the VBB Program. During the 10-day waiting period, if any person contacts the contractor and indicates an interest in purchasing the vehicle, the contractor shall hold the vehicle for a minimum of an additional seven (7) days. During this extended 7-day waiting period, the contractor shall arrange for the interested party to examine the vehicle and, if appropriate, negotiate the sale of the vehicle or any of its parts. **Notwithstanding the foregoing, nothing in this section places the contractor under any obligation to hold the vehicle for an interested party that has missed two or more prior appointments to examine any vehicle, or to sell the vehicle or any of its parts if a mutually acceptable price cannot be negotiated.**
 - a. The contractor will submit to the Air District, on a weekly basis, a description of the vehicles offered for sale into the VBB Program as described in Section C.1(a)(i). The Air District will, in turn, make this information available to an appropriate segment of the public. The intent is to allow interested third parties, including car collector enthusiasts and those interested in affordable transportation, an opportunity to examine the vehicle and to negotiate with the contractor to purchase the vehicle or any of its parts according to Section E, before it is otherwise sold to the VBB Program, should the vehicle be delivered as scheduled.
 - i. The description of the vehicle must include, at a minimum, the vehicle make, model, model year, and first eight characters of the Vehicle Identification Number (VIN). In addition, the description of the vehicle must include, date vehicle owner contacted the contractor, date vehicle is expected to be purchased, date the vehicle will be dismantled, and location the vehicle will be stored. No information identifying the owner will be permitted. When the Air District makes this information available to the public, the Air District will emphasize that while a vehicle is scheduled for delivery, there is no guarantee that the vehicle will actually be delivered.
 - ii. The vehicle owner is free to accept or reject any resulting contact or purchase offer and shall be informed by the contractor explicitly and prominently of such right.
 - iii. Nothing in this section places the contractor under any obligation to provide space or facilities for such third party contacts, inspections, or negotiations to take place.
 - b. Entire vehicles and/or parts may be sold prior to entry into the VBB Program; however, no compensation with VBB Program funds shall be granted for any vehicle resold to the public in this manner according to Section E.

D. Vehicle Buy Back Program Contractor Requirements

1. The contractor must either be an auto dismantler, licensed according to the requirements of the California Vehicle Code, other business codes, and the regulations of the DMV, for the purpose of vehicle disposal after purchase, or have a binding agreement with a duly authorized auto dismantler, for the purpose of vehicle disposal after purchase.
2. At least thirty (30) days prior to commencing operations as a VBB Program contractor, the contractor shall provide the Air District, in writing, information demonstrating the ability to comply with all provisions of the VAVR Regulations. This information must include contractor's name and business address; licensed auto dismantler name and business address; anticipated initiation date and duration of vehicle retirement operation; a written statement from the auto dismantler under penalty of perjury certifying compliance with local water conservation regulations, state, county, and city energy and hazardous materials response regulations, and local water agency soil, surface, and ground water contamination regulations; and any other information requested in applicable Air District rules.
3. The contractor is required to perform the vehicle functional and equipment eligibility inspection specified in Section B, on-site at contractor's locations.
4. The contractor shall verify that the vehicle meets the vehicle registration eligibility and functional test requirements. The vehicle registration eligibility will be determined by DMV registration records.
5. At time of final sale of a vehicle to the contractor, the contractor must verify that the person delivering the vehicle for sale is the legal owner or an authorized representative of the legal owner, properly empowered to complete the sale.
6. A vehicle purchased as part of the VBB Program, must be permanently destroyed by the contractor, or the contractor's duly contracted dismantler, within ninety (90) days of the date it is sold to the contractor, and may not be resold to the public or put into operation in any way, except such a vehicle may be briefly operated for purposes related to the disposal of the vehicle as part of the normal disposal procedures.
7. The vehicle will be considered destroyed when it has been crushed or shredded or otherwise rendered permanently and irreversibly incapable of functioning as originally intended, and when all appropriate records maintained by the DMV have been updated to reflect that the vehicle has been acquired by a licensed auto dismantler for the purposes of dismantling.
8. All vehicles must be confined in a holding area separate from other vehicles procured by the contractor until they are permanently destroyed.
9. All activities associated with retiring vehicles, including but not limited to the disposal of vehicle fluids and vehicle components, must comply with local water conservation regulations, state, county, and city energy and hazardous materials response regulations, and local water agency soil, surface, and ground water contamination regulations.
10. The contractor will purchase eligible vehicles at a price established by the

contract between the contractor and the Air District.

11. The contractor will distribute an Air District-designed questionnaire to all vehicle sellers, obtain the seller's completed questionnaire, and provide response data in electronic spreadsheet form to the Air District.
12. The contractor must cooperate with any inspections of the facilities, and review of the contractor's operation of the program as requested by the Air District or ARB. These inspections can include audits of the required program documentation, and financial records.

E. Parts Recycling and Resale

1. On vehicles used for parts recycling and resale, parts recycling and resale is limited to non-emission-related and non-drivetrain parts per the List of Emission-Drivetrain Related Parts List shown in Attachment B. **Parts recycling and resale is at the sole discretion of the contractor, subject to the limitations included herein;**
2. After the 10-day waiting period (and the additional 7-day waiting period if appointment for inspection is made) and prior to offering non-emission and non-drivetrain parts for resale, the engine, emission-related parts, transmission, and drivetrain parts must be removed from the vehicle and destroyed by the contractor;
 - a. For the purpose of this regulation, a part will be considered destroyed when it has been punched, crushed, shredded, or otherwise rendered permanently and irreversibly incapable of functioning as originally intended;
 - b. A "Quality Control Checklist" is provided in Attachment C, with a list of emission-related and drivetrain parts that has check boxes for recording the status of parts, i.e., "removed" and "destroyed";
 - i. The contractor must complete the checklist by adding check marks in the appropriate columns as the emission-related and drivetrain parts are removed and destroyed;
 - ii. For a part that appears on the checklist but is not in the original design of the vehicle, the contractor must enter "N/A" for "not applicable" in lieu of a check mark;
 - c. After all emission-related and drivetrain parts are removed and destroyed, a quality control inspector (designated by the Air District) must perform an inspection of the non-emission-related and non-drivetrain parts, as well as the vehicle body;
 - d. Upon verification by the quality control inspector that no emission-related parts or drivetrain parts have been exchanged with the non-emission-related, and non-drivetrain parts, the quality control inspector must sign the checklist;
 - e. After the quality control inspector signs the check list, the contractor may place the remaining non-emission parts, non-drivetrain parts and vehicle body in the yard to be available for sale to the public;
3. If the contractor does not recover parts from a vehicle, the entire vehicle must be crushed by the contractor within ninety (90) days of sale to the VBB Program;

- a. No parts may be removed, for sale or reuse, from any crushed retired vehicle that has been sold to the VBB Program. The only allowable use for any crushed retired vehicle is as a source of scrap metal and other scrap material;
 - b. The contractor may separate ferrous and non-ferrous metals from a crushed retired vehicle to sell as a source of scrap metal only;
 - c. The contractor may sell tires and batteries from a crushed retired vehicle to an intermediary tire/battery recycler only. All facilities generating or receiving waste tires must use the services of a registered tire hauler/recycler. Battery recyclers must be registered and licensed to handle batteries;
4. No compensation with VBB Program funds shall be granted for any vehicle from which emission related or drivetrain parts have been sold;
 5. All activities associated with retiring vehicles for the VBB Program, including but not limited to the disposal of vehicle fluids and vehicle components, shall comply with local water conservation regulations, state, county, and city energy and hazardous materials response regulations, and local water agency soil, surface, and ground water contamination regulations;
 6. The contractor will be subject to audits performed by the Air District and its representatives.

F. Advertising

1. The contractor is encouraged to advertise for or otherwise attract voluntary sellers of vehicles meeting the eligibility requirements specified above. The contractor may submit to the Air District for approval a plan for implementing the advertising campaign within thirty (30) days of signing this contract. The Air District will audit the contractor at the completion of the contract to verify that the contractor implemented the advertising campaign as specified in the contract.
2. The contractor will use the Air District's approved logo on any printed material for public distribution. All uses of the Air District's logo must be pre-approved for use by Air District staff.
3. The contractor will credit the Air District as the funding source for the scrapping program in any related articles, news releases, or other publicity materials. All advertising materials, information packages, and any other materials provided to media, to the public, or to vehicle sellers require prior approval by the Air District.
4. Any advertising conducted by contractor for the purpose of recruiting vehicle owners to sell their vehicles into the VBB Program shall contain clear and prominent language stating that participation in the VBB Program is completely voluntary; and shall not contain any language stating or implying that the VBB Program is anything but voluntary for the vehicle seller or that the VBB Program is affiliated with or is operated by the State of California.
5. Any contracts or agreements between a vehicle seller and a contractor relating to the sale of a vehicle to the VBB Program shall not contain any

language stating that the VBB Program is anything but voluntary for the vehicle seller or that the VBB Program is affiliated with or is operated by the State of California.

G. Records, Auditing and Enforcement

1. The following requirements for records, auditing, and enforcement shall be met:
 - a. The contractor shall be responsible for maintaining and storing the following information for each vehicle removed from operation for the VBB Program:
 - i. Vehicle Identification Number (VIN)
 - ii. Vehicle license plate number
 - iii. Vehicle make and model year
 - iv. Vehicle odometer reading
 - v. Name, address and phone number of legal owner selling vehicle to the contractor
 - vi. Name, address and phone number of registered owner if different from Section G.1(a)(v)
 - vii. Name and business address of inspector conducting the vehicle's eligibility inspection, if the contractor contracts with an ARB-approved inspection entity to perform the vehicle functional and equipment eligibility inspection
 - viii. Date of purchase of vehicle by the contractor
 - ix. Date of vehicle retirement
 - x. Reproduction of California Certificate of Title and registration, as signed-off by seller at time of final sale to the VBB Program
 - xi. Reproduction of the applicable certificate of functional and equipment eligibility
 - xii. Reproduction of the applicable Report of Vehicle to be Dismantled and Notice of Acquisition (California Department of Motor Vehicles Registration 42 form)
 - xiii. Reproduction of written documentation from the DMV verifying that a vehicle meets the requirements of Section A.1(a) and (b)
 - xiv. If applicable, reproduction of documentation issued pursuant to Section A.6
 - xv. Any other pertinent data requested by the Air District (e.g. VBB Program survey)
 - b. Upon request of the Air District, the data contained in records required in Section G.1(a)(i) through (xv) shall be transmitted to the Air District in an electronic database format, in addition to paper copies. The electronic format will be provided by the Air District.
 - c. The contractor will maintain copies, either electronic or paper, of the information listed in Section G.1(a)(v) through (xv) for a minimum period of five (5) years, and shall make those records available to the Air District upon request.

- d. The Air District may conduct announced and unannounced audits and on-site inspections of the contractor's operations to ensure operations are being conducted according to all applicable rules and regulations. The Air District shall notify any noncompliant contractor of the nature of the violation and shall initiate any enforcement or remedial action necessary.
 - i. The contractor and their subcontractors shall allow the Air District to conduct announced and unannounced audits and inspections and shall cooperate fully in such situations.
 - ii. Violation of any provision of these regulations, including falsification of any information or data, shall constitute a citable violation making the violator subject to all applicable penalties specified in the California Health and Safety Code. In addition, violation of any provision of §2603 of the VAVR Regulation by a VBB Program contractor or its subcontractors shall result in the issuance of a Notice of Violation(s).
2. The contractor will handle all DMV paperwork associated with the purchase, dismantling, and scrapping of vehicles.
3. The contractor will provide to the Air District, on a weekly basis, a description of the vehicles offered for sale into the VBB Program. The description of the vehicle must include the date vehicle owner contacted the VBB program, date the vehicle will be dismantled, vehicle make, vehicle model, model year, the first eight characters of the VIN, name of dismantler, and dismantler's phone number. No information identifying the owner will be permitted.
4. The contractor will provide monthly invoice reports to the Air District on the status of the scrapping program. The reports shall be printed on the contractor's letterhead, shall list the contract number, the period covered by the invoice, contractor's Social Security Number or Federal Employer Identification Number, include the monthly and cumulative number of vehicles purchased.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
 - b. Firm Contact Information (Section II) – 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
- c. Table of Contents – Clearly identify material contained in the proposal by section
- d. Firm Organization (Section III) – Provide a statement of your firm's background and related experience in providing similar services to governmental organizations, if any. Describe the technical capabilities of the firm and, in particular, the firm's exposure with working with environmental regulations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
- e. Scope of Work (Section IV) - Provide information demonstrating the ability to perform all of the work described in Section IV of this RFP. In addition, the proposal must contain:
- A description of the company, including experience and a brief organizational history.
 - Where the proposal involves more than one company or entity, a letter of support or memorandum of understanding from all entities involved.
 - For each company, a list of all personnel to be assigned to the work discussed in this RFP, with a description of each person's duties, experience, and training.
 - A statement regarding the general overhead cost per vehicle.
 - A description of the procedures to be followed in soliciting voluntary sellers of vehicles.
 - A description of the phone system, including the number of operators, voice mail capabilities and the ability to respond to vehicle sellers in foreign languages. The description shall include the phone system hours of operation; including hours that operators are available to answer calls and hours that voice mail is available.
 - An estimate of the average time to complete a purchase from the time the contractor is first contacted, with a description and estimated time for each incremental step in the process.
 - The physical address of each of the vehicle buy back sites and the days of the week and hours of the day that vehicles would be purchased at each location.
 - A description of the procedures to be followed in obtaining and reviewing vehicle eligibility documentation (e.g., DMV registration history), determination of vehicle smog inspection status, and procedure (if any) for establishing prior owner address for vehicles

that have changed ownership over the required VBB registration period.

- A description of the procedures to be followed in inspecting and selecting vehicles to be scrapped and to ensure that vehicles are not towed to or near the scrapping site.
- A description of the procedures to be followed in offering vehicles for sale to the public pursuant to Section IV.C.
- A bid price summary table containing the General Overhead Per Eligible Vehicle and Total Price Per Eligible Vehicle as below.

Vehicle Buy Back - Bid Price Summary Table		
Price Per Eligible Vehicle (paid to seller)	General Overhead Per Eligible Vehicle (See Note below regarding cap)	Total Price Per Eligible Vehicle
\$1,000		

(Note: Competitive bids may indicate an overhead of \$0 or negative dollars where the contractor’s sale of scrap or parts equals or more than offsets administrative costs as observed in the Bureau of Automotive Repair Consumer Assistance Program. General overhead per eligible vehicle shall not exceed a cap of \$50, unless a higher cost can be justified and documented. A 5 percent, or \$50 administrative cost above the \$1,000 purchase price of the vehicle, is the standard administrative cap for ARB projects.)

- A description of the procedures to be followed to remove, handle, and dispose of tires, batteries, air conditioner refrigerants, and vehicle fluids.
 - A description of the holding area where vehicles will be stored until they are permanently destroyed.
 - A description of the procedures to be followed to permanently destroy the vehicles purchased under the VBB Program.
 - A description of record keeping practices to be followed, both for DMV paperwork and for the records specified in Section IV.G.
 - For any licensed auto dismantler to be used in the process of scrapping vehicles:
 - Copy of the California DMV dismantler’s license
 - Copy of dismantler’s local business license
 - A written statement from the auto dismantler certifying compliance with local water conservation regulations; state, county, and city energy and hazardous materials response regulations; and local water agency soil, surface, and ground water contamination regulations.
- f. Retention of Working Papers (Section V) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.

- g. Subcontractors (Section V) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
- h. Conflict of Interest (Section VI) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- i. Additional Data (Section VII) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of a contractor or 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 RFP. An example of a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Price	Total price (per vehicle scrapped) including general overhead will be the major factor in the evaluation of the proposal.	50%
Available Resources/Customer Relations	Speed and thoroughness of responding to inquiries, requests and number of days to purchase a vehicle. Ability to provide full-time foreign language assistance to prospective participants.	20%
Coverage/Availability	Number and geographical distribution of scrapping sites, number of buy back days per month, and convenience of daily schedules.	15%
Advertising	Proposed plan to target sellers of vehicles. The advertising plan will be evaluated for effectiveness and the ability to reach as many prospective customers in the Bay Area as possible.	5%
Understanding of the Program and Thoroughness/ Responsiveness of the Proposal	Extent to which proposal demonstrates an understanding of the VBB Program and responds thoroughly to the RFP.	10%
	Total	100%

The Air District may divide the award of the contract between two or more contractors with different scores to ensure that the VBB Program provides essential services, such as sufficient geographical coverage of vehicle scrapping sites.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. 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.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>

SECTION VIII – ATTACHMENTS

Attachment A - Vehicle Functional and Equipment Eligibility Inspection Form
Attachment B - Emission-Drivetrain Related Parts List
Attachment C - Quality Control Checklist

ATTACHMENT A

**Voluntary Accelerated Vehicle Retirement Certificate of Functional and Equipment
Eligibility Inspection Form**



**VEHICLE FUNCTIONAL AND EQUIPMENT
ELIGIBILITY INSPECTION FORM**

Legal Owner: _____ Phone Number: _____
Address: _____ City: _____ Zip: _____
VIN: _____ License Plate Number: _____
Make: _____ Model: _____
Model Year: _____ Odometer Reading: _____

A. VEHICLE QUALIFICATION (* Vehicle is not qualified for the VAVR program.)

- Vehicle within 61-90 days of next scheduled Smog Check: yes no 2602(c)
- If yes, vehicle failed next scheduled Smog Check: yes* no
- Vehicle registered in District for at least 24 months: yes no* 2603(a)(2)
- Vehicle on BAR repair cost waiver yes* no 2603(a)(4)
- Vehicle on BAR economic hardship extension yes* no 2603(a)(4)
- Vehicle within 60 days of next scheduled Smog Check: yes no 2603(a)(5)
- If yes, vehicle passed next scheduled Smog Check: yes no*
- The vehicle has been tampered with: yes* no 2603(a)(7)
- The vehicle has been driven to the inspection site yes no* 2603(b)(1)

EQUIPMENT ELIGIBILITY *The following shall be present and in place:* 2603(b)(2)

- | | | | |
|--|---|--------------------------------|---|
| All doors | <input type="checkbox"/> yes <input type="checkbox"/> no* | Hood | <input type="checkbox"/> yes <input type="checkbox"/> no* |
| Dashboard | <input type="checkbox"/> yes <input type="checkbox"/> no* | Driver's seat | <input type="checkbox"/> yes <input type="checkbox"/> no* |
| One bumper | <input type="checkbox"/> yes <input type="checkbox"/> no* | All side and/or quarter panels | <input type="checkbox"/> yes <input type="checkbox"/> no* |
| Exhaust system | <input type="checkbox"/> yes <input type="checkbox"/> no* | One headlight | <input type="checkbox"/> yes <input type="checkbox"/> no* |
| One taillight | <input type="checkbox"/> yes <input type="checkbox"/> no* | One brake light | <input type="checkbox"/> yes <input type="checkbox"/> no* |
| One side window | <input type="checkbox"/> yes <input type="checkbox"/> no* | Interior pedals operational | <input type="checkbox"/> yes <input type="checkbox"/> no* |
| Windshield | <input type="checkbox"/> yes <input type="checkbox"/> no* | | |
| Drivability affected by body, steering, or suspension damage | | | <input type="checkbox"/> yes* <input type="checkbox"/> no |

FUNCTIONAL ELIGIBILITY *The following shall be completed:* 2603(b)(3)

- Vehicle starts using keyed ignition yes no*
- Vehicle starts without the use of starting fluids or external battery yes no*
- Vehicle driven forward for a minimum of 25 feet yes no*
- Vehicle driven in reverse for a minimum of 25 feet yes no*

* Vehicle is not eligible for the VAVR program.

INSPECTOR CERTIFICATION: (Check correct boxes.) I certify that this vehicle has (passed not passed) both the functional and equipment eligibility inspections and (is is not) eligible for acceptance into the VAVR program pursuant to California Code of Regulations, Title 13, Sections 2602 and 2603.

Printed Name: _____ Date: _____

Signed: _____

The following should be completed if the vehicle is eligible for acceptance into a VAVR program.

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OWNER ACCEPTANCE: I accept receipt of this CERTIFICATION of eligibility into the VAVR program. I agree not to alter the vehicle's equipment or functionality from that presented to the inspector. I agree to maintain the vehicle's condition and registration until the vehicle is retired. In accordance with Title 13, CCR, Chapter 13, Article 1, Section 2605, the vehicle will be listed and available for interested parties to purchase from the dismantler for a minimum of 10 days. If the vehicle is purchased by a third party it will not be included in the VAVR program.

Printed Name: _____ Date: _____

Signed: _____ Driver's License #: _____

ATTACHMENT B

Emission-Drivetrain Related Parts List

The following list of components are examples of emission related parts as defined in Section 1900 (b) (3), Chapter 3, Title 13, California Code of Regulations.

I. Carburetion and Air Induction System

- A. Air Induction System:
 - 1. Temperature sensor elements
 - 2. Vacuum motor for air control
 - 3. Hot air duct & stove
 - 4. Air filter housing & element
 - 5. Turbocharger or supercharger
 - 6. Intercooler
- B. Emission Calibrated Carburetors:
 - 1. Metering jets
 - 2. Metering rods
 - 3. Needle and seat
 - 4. Power valve
 - 5. Float circuit
 - 6. Vacuum break
 - 7. Choke mechanism
 - 8. Throttle-control solenoid
 - 9. Deceleration valve
 - 10. Dashpot
 - 11. Idle stop solenoid, anti-dieseling assembly
 - 12. Accelerating pump
 - 13. Altitude compensator
- C. Mechanical Fuel Injection:
 - 1. Pressure regulator
 - 2. Fuel injection pump
 - 3. Fuel injector
 - 4. Throttle-position compensator
 - 5. Engine speed compensator
 - 6. Engine temperature compensator
 - 7. Altitude cut-off valve
 - 8. Deceleration cut-off valve
 - 9. Cold-start valve
- D. Continuous Fuel Injection:
 - 1. Fuel pump
 - 2. Pressure accumulator
 - 3. Fuel filter
 - 4. Fuel distributor
 - 5. Fuel injections
 - 6. Air-flow sensor
 - 7. Throttle-position compensator
 - 8. Warm-running compensator
 - 9. Pneumatic overrun compensator
 - 10. Cold-start valve
- E. Electronic Fuel Injection:
 - 1. Pressure regulator
 - 2. Fuel distribution manifold

- 3. Fuel injectors
- 4. Electronic control unit
- 5. Engine speed sensor
- 6. Engine temperature sensor
- 7. Throttle-position sensor
- 8. Altitude/manifold-pressure sensor
- 9. Cold-start valve
- F. Air Fuel Ratio Control:
 - 1. Frequency valve
 - 2. Oxygen sensor
 - 3. Electronic control unit
- G. Intake Manifold

II. Ignition System

- A. Distributor;
 - 1. Cam
 - 2. Points
 - 3. Rotor
 - 4. Condenser
 - 5. Distributor cap
 - 6. Breaker plate
 - 7. Electronic components (breakerless or electronic system)
- B. Spark Advance/Retard System:
 - 1. Centrifugal advance mechanism:
 - a. Weights
 - b. Springs
 - 2. Vacuum advance unit
 - 3. Transmission controlled spark system:
 - a. Vacuum solenoid
 - b. Transmission switch
 - c. Temperature switches
 - d. Time delay
 - e. CEC valve
 - f. Reversing relay
 - 4. Electronic spark control system:
 - a. Computer circuitry
 - b. Speed sensor
 - c. Temperature switches
 - d. Vacuum switching valve
 - 5. Orifice spark advance control system:
 - a. Vacuum bypass valve
 - b. OSAC (orifice spark advance control) valve
 - c. Temperature control switch
 - d. Distributor vacuum control valve
 - 6. Speed controlled spark system:
 - a. Vacuum solenoid
 - b. Speed sensor and control switch
 - c. Thermal vacuum switch
- C. Spark Plugs
- D. Ignition Coil
- E. Ignition Wires

III. Mechanical Components

- A. Valve trains:
 - 1. Intake valves
 - 2. Exhaust valves
 - 3. Valve guides
 - 4. Valve springs
 - 5. Valve seats
 - 6. Camshaft
- B. Combustion Chamber:
 - 1. Cylinder head or rotor housing¹
 - 2. Piston or rotor¹

IV. Evaporative Control System

- A. Vapor Storage Canister and Filter
- B. Vapor Liquid Separator
- C. Filler Cap
- D. Fuel Tank
- E. Canister Purge Valve

V. Positive Crankcase Ventilation System

- A. PCV Valve
- B. Oil Filler Cap
- C. Manifold PCV Connection Assembly

VI. Exhaust Gas Recirculation System

- A. EGR Valve:
 - 1. Valve body and carburetor spacer
 - 2. Internal passages and exhaust gas orifice
- B. Driving Mode Sensors:
 - 1. Speed sensor
 - 2. Solenoid vacuum valve
 - 3. Electronic amplifier
 - 4. Temperature-controlled vacuum valve
 - 5. Vacuum reducing valve
 - 6. EGR coolant override valve
 - 7. Backpressure transducer
 - 8. Vacuum amplifier
 - 9. Delay valves

VII. Air Injection System

- A. Air Supply Assembly:
 - 1. Pump
 - 2. Pressure relief valve
 - 3. Pressure-setting plug
 - 4. Pulsed air system
- B. Distribution Assembly:
 - 1. Diverter, relief, bypass, or gulp valve
 - 2. Check or anti-backfire valve
 - 3. Deceleration control part
 - 4. Flow control valve
 - 5. Distribution manifold
 - 6. Air switching valve

¹ Rotary (Wankel) engines only

- C. Temperature sensor

VIII. Catalyst, Thermal Reactor, and Exhaust System

- A. Catalytic Converter:
 - 1. Constricted fuel filler neck
 - 2. Catalyst beads (pellet-type converter)
 - 3. Ceramic support and monolith coating (monolith-type converter)
 - 4. Converter body and internal supports
 - 5. Exhaust manifold
- B. Thermal Reactor:
 - 1. Reactor casing and lining
 - 2. Exhaust manifold and exhaust port liner
- C. Exhaust System:
 - 1. Manifold
 - 2. Exhaust port liners
 - 3. Double walled portion of exhaust system
 - 4. Heat riser valve and control assembly

IX. Miscellaneous Items Used in Above Systems

- 1. Hoses, clamps, and pipers
- 2. Pulleys, belts, and idlers

X. Computer Controls

- 1. Electronic Control Unit (ECU)
- 2. Computer-coded engine operating parameter (including computer chips)
- 3. All sensors and actuators associated with the ECU

XI. Drive Train Parts (added to Emission-Related Parts List)

- 1. Engine
- 2. Drive mechanism
- 3. Transmission
- 4. Differential
- 5. Axles
- 6. Brakes

ATTACHMENT C

Quality Control Checklist

**Emission-Related and Drivetrain Parts
Removal and Destruction - Quality Control Check List**

Date _____
 Dismantler _____
 Address _____
 Quality Control Inspector _____
 Vehicle Make _____
 Vehicle Model _____
 Vehicle Year _____
 Vehicle License Number _____
 Vehicle Odometer Mileage _____

Category	Emission-Related/Drivetrain Part	Part Removed	Part Destroyed
Air Induction System	Temperature sensor elements		
	Vacuum motor for air control		
	Hot air duct & stove		
	Air filter housing & element		
	Turbocharger or supercharger		
	Intercooler		
Emission Calibrated Carburetors	Metering jets		
	Metering rods		
	Needle and seat		
	Power valve		
	Float circuit		
	Vacuum break		
	Choke mechanism		
	Throttle-control solenoid		
Emission Calibrated Carburetors (continued)	Deceleration valve		
	Dashpot		
	Idle stop solenoid, anti-dieseling assembly		
	Accelerating pump		
Mechanical Fuel Injection:	Altitude compensator		
	Pressure regulator		
	Fuel injection pump		
	Fuel injector		
	Throttle-position compensator		
	Engine speed compensator		
	Engine temperature compensator		
	Altitude cut-off valve		
	Deceleration cut-off valve		
Cold-start valve			
Continuous Fuel Injection:	Fuel pump		
	Pressure accumulator		
	Fuel filter		
	Fuel distributor		
	Fuel injections		
	Air-flow sensor		
	Throttle-position compensator		
	Warm-running compensator		
	Pneumatic overrun compensator		
Cold-start valve			
Electronic Fuel Injection:	Pressure regulator		

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Category	Emission-Related/Drivetrain Part	Part Removed	Part Destroyed
	Fuel distribution manifold		
	Fuel injectors		
	Electronic control unit		
	Engine speed sensor		
	Engine temperature sensor		
	Throttle-position sensor		
	Altitude/manifold-pressure sensor		
Electronic Fuel Injection:	Cold-start valve		
Air Fuel Ratio Control:	Frequency valve		
	Oxygen sensor		
Air Fuel Ratio Control:	Electronic control unit		
Intake Manifold	Intake Manifold Assembly		
Distributor	Cam		
	Points		
	Rotor		
	Condenser		
	Distributor cap		
	Breaker plate		
	Electronic components (breakerless or electronic system)		
Spark Advance/ Retard System	Centrifugal advance mechanism: weights and springs		
	Vacuum advance unit		
	Transmission controlled spark system: vacuum solenoid, transmission switch, temperature switches, time delay, CEC valve, reversing relay		
	Electronic spark control system: computer circuitry, speed sensor, temperature switches, vacuum switching valve		
	Orifice spark advance control system: vacuum bypass valve, orifice spark advance control valve, temperature control switch, distributor vacuum control switch		
Spark Advance/ Retard System (continued)	Speed controlled spark system: vacuum solenoid, speed sensor and control switch, thermal vacuum switch		
Spark Plugs	Spark Plugs		
Ignition Coil	Ignition Coil		
Ignition Wires	Ignition Wires		
Drivetrain	Engine		
	Flywheel		
	Bell Housing		
	Drive Shaft		
	Transmission		
	Differentials		
	Axles		
Brakes			
Mechanical Components	Intake valves		
	Exhaust valves		
	Valve guides		
	Valve springs		
	Valve seats		
	Camshaft		
	Cylinder head or rotor housing		
	Piston or rotor		

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Category	Emission-Related/Drivetrain Part	Part Removed	Part Destroyed
Evaporative Control System	Vapor Storage Canister and Filter		
	Vapor Liquid Separator		
	Filler Cap		
	Fuel Tank		
	Canister Purge Valve		
Positive Crankcase Ventilation System	PCV Valve		
	Oil Filler Cap		
	Manifold PCV Connection Assembly		
Exhaust Gas Recirculation System	EGR Valve: valve body and carburetor spacer,		
	EGR Valve: internal passages and exhaust gas orifice		
Driving Mode Sensors	Speed sensor		
	Solenoid vacuum valve		
	Electronic amplifier		
	Temperature-controlled vacuum valve		
	Vacuum reducing valve		
	EGR coolant override valve		
	Backpressure transducer		
	Vacuum amplifier		
	Delay valves		
Air Injection System	Pump		
	Pressure-relief valve		
	Pressure-setting plug		
	Pulsed air system		
	Diverter		
	Relief, bypass, or gulp valve		
	Check or anti-backfire valve		
	Deceleration control part		
	Flow control valve		
	Distribution manifold		
	Air switching valve		
	Temperature sensor		
Catalytic Converter/Thermal Reactor/exhaust	Constricted fuel filler neck		
	Catalyst beads (pellet-type converter),		
	Ceramic support and monolith coating (monolith-type converter),		
	Converter body and internal supports,		
	Exhaust manifold		
	Reactor casing and lining		
	Exhaust manifold and exhaust port liner		
	Manifold		
	Exhaust port liners,		
	Double walled portion of exhaust system,		
Heat riser valve and control assembly			
Miscellaneous Items Used in Above Systems	Hoses, clamps, and pipers		
	Pulleys, belts, and idlers		
Computer Controls	Electronic Control Unit (ECU)		
	Computer-coded engine operating parameter (including computer chips)		
	All sensors and actuators associated with the ECU		

Quality Control Inspector Final Verification All Emission-Related and Drivetrain Parts Removed and Destroyed

Quality Control Inspector Signature: _____
Date: _____