



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Updated: February 3, 2016

Request for Proposals# 2016-001
Furniture Liquidation Services

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SECTION I – SUMMARY

The intent of this Request for Proposals (RFP) 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 RFP, an interested company should submit one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format) of its proposal to:

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

Proposals must be received by 4:00 p.m. on February 10, 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. Furniture Liquidation Services

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 and intends to select a furniture liquidation vendor to remove excess office furniture in the most cost-effective and time efficient manner.

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 two hundred thousand dollars (\$200,000).
8. 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 February 3, 2016**. All questions will be answered in writing and posted on the [BAAQMD RFP webpage](#) by **6:00 p.m. on February 8, 2016**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

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., Wednesday, February 10, 2016, 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. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals 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 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 February 10, 2016 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

Furniture Inventory:

The following is a Summary of all of the furniture items to be liquidated. Refer also to ATTACHMENT A - Furniture Inventory for additional details. 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; and
- 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; and
- 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 **Tuesday, February 2, 2016 at 2:00 p.m.** at 939 Ellis Street, San Francisco, CA. Please confirm your attendance by e-mail to Sean Gallagher at sgallagher@baaqmd.gov by Monday, February 1, 2016. **A second walk-through is scheduled for Monday, February 8, 2016 at 10:30 a.m.** at 939 Ellis Street, San Francisco, CA. Please confirm your attendance to the second walk-through by e-mail to Sean Gallagher at sgallagher@baaqmd.gov by Friday, February 4, 2016.

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 – 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. Summary (Section II) – State overall approach to furniture liquidation, including the objectives and scope of work.
- e. Program Schedule (Section III) – Provide projected milestones or benchmarks for completing the project within the total time allowed.
- f. Firm Organization (Section IV) – 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.

- g. Project Organization (Section V) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm's ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
- h. Right of First Offer (Section VI) – Describe a proposed plan for providing individual members of the Air District staff the opportunity to bid or offer to purchase equipment before liquidation or resale. Provide a statement detailing your approach to first offers, specifically addressing the firm's ability and willingness to commit and maintain staffing to successfully conclude the offer process on the proposed schedule.
- i. Assigned Personnel (Section VII) – Provide the following information about the staff to be assigned to the project:
 - List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager.
 - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
 - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
- j. Retention of Working Papers (Section VIII) – 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.
- k. Subcontractors (Section IX) – 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.
- l. Conflict of Interest (Section X) – 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.

- m. Additional Data (Section XI) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).

2. Cost Proposal

- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
- b. Cost Proposal – The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work.
- c. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor 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:

Examples of criteria to be selected from. Project manager may add or delete as needed:

Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm’s ability to perform and complete the work in a professional and timely manner.*	20%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	20%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	15%
Cost	Cost or cost effectiveness and resource allocation strategy	20%
References	References of the firm	15%
Firm’s Specialty	Local business/Green Business	10%

Focus Area		
	Total	100%

- * “Size and structure of firm” refers to the ability of a firm’s size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

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 – Furniture Inventory of 939 Ellis Street, San Francisco