



BAY AREA
 AIR QUALITY
 MANAGEMENT
 DISTRICT

June 28, 2021

Request for Quotations# 2021-010

Heavy-Duty Air Filtration Units / Air Scrubbers and Replacement Filters

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks bulk-purchase pricing for heavy-duty portable air filtration units / air scrubbers and the replacement filters for these units. The Air District seeks two distinct categories of air filtration units / air scrubbers – Category #1 units with an air flow between 300 to 699 cubic feet per minute (CFM), and Category #2 units with an airflow of over 700 CFM.

The units selected from this Request for Quotations (“RFQ”) will potentially support several Air District programs such as the Wildfire Preparedness Program and Assembly Bill 836 grant program that help reduce wildfire smoke and improve indoor air quality. Air District anticipates allocating up to \$3.6 million for the purchase of both categories of heavy-duty portable air filtration units / air scrubbers and the associated replacement filters. Category #1 and Category #2 air filtration units / air scrubbers must meet the specifications detailed in Section III of this RFQ. This is a RFQ only and is not an issue of award or purchase. Funding allocation is also subject to change at the Air District’s discretion.

The bidder must provide pricing based on quantity price breaks for both air filtration units / air scrubbers and the replacement filters for these units. The Air District does not guarantee a minimum or maximum number of units or replacement filters to be ordered. Air filtration units / air scrubbers and replacement filters shall be delivered within fourteen (14) days of an order being placed to locations to be determined by the Air District within the San Francisco Bay Area. Through this RFQ, the Air District reserves the right to select one or more vendors to supply each category of air filtration units / air scrubbers and the associated replacement filters described in this RFQ.

To respond to this RFQ, an interested company should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its quote to the Air District's Procurement Portal (Portal):

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Quotes must be submitted and received by 4:00 p.m. on Tuesday, July 13, 2021.
Late quotes will not be considered.**

Quotes must address all information requested in this RFQ. A quote 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 quotes. **Any questions regarding this RFQ should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The 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-four-member Board of Directors, consisting of local elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

SECTION III – PRODUCT SPECIFICATIONS

An interested bidder shall provide quotes for bulk pricing for heavy-duty portable air filtration units / air scrubbers and replacement filters for these units. Air filtration units / air scrubbers must meet the following specifications in order to be considered under this RFQ. If the proposed air filtration unit / air scrubber does not meet these specifications, it is not eligible under this RFQ and will not be evaluated. The specifications below are the minimum acceptable by the Air District.

A. Minimum Specifications for Heavy-duty Air Filtration Units / Air Scrubbers

1. The unit **must use a high-efficiency particulate air (HEPA) filter** rated to remove 99.97% of particles measuring 0.3 micrometers or greater; air filtration units /air scrubbers using HEPA-like, HEPA-type or non-HEPA filters are not eligible.

2. The unit must have a **carbon filter** for odors and volatile organic compounds.
3. The unit **must be certified by the California Air Resources Board (CARB)** to ensure that it emits no more than 0.050 parts per million (ppm) of ozone.
4. The unit must meet either one of the following cubic feet per minute (CFM) specifications when operated at the highest setting:
 - **Category #1 – between 300 CFM – 699 CFM when operated at high speed.**
 - **Category #2 – equal to or greater than 700 CFM when operated at high speed.**
5. The unit **must be able to be plugged into a 110-volt wall outlet.**

B. Additional Specifications

The Air District will also consider the following in the evaluation of the unit:

1. Life of filters (pre-filters, HEPA and carbon) with normal/daily use
2. Affordability of the air filtration units / air scrubbers and the associated filter replacements (pre-filter, HEPA and carbon)
3. Portability of unit (size and weight)
4. Stackability of unit
5. Operating noise level of unit at highest setting

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described in this RFQ to view RFQ documents and addenda, and to submit questions and bid documents.
2. All quotes must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of the quote.
3. All information should be complete, specific, and as concise as possible.
4. Quotes should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFQ or issue supplementary information or guidelines during the quote preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. Quotes shall constitute firm offers. Once submitted, quotes may be withdrawn, modified and resubmitted through the Portal up until the July 13, 2021, due date.
7. The Air District reserves the right to reject any and all quotes.
8. All questions must be in written form and submitted through the Portal no later than

4:00 p.m. on Friday, July 2, 2021. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Tuesday, July 6, 2021.**

9. The cost for developing the quotes is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

1. Due Date – All quotes are due no later than 4:00 p.m., July 13, 2021, and must be submitted via the Portal to:

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. Uploading large documents may take significant time, depending on the size of the file(s) and internet connection speed. Bidders should plan sufficient time before the due date to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the due date. Quotes received after the date and time previously specified will not be considered.
3. Signature – All quotes must be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of quotes will not extend the submittal due date.
5. Grounds for Rejection – A quote may be immediately rejected at any time if it arrives after the deadline, 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 RFQ become property of the Air District and will be kept confidential until a recommendation for award 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 Air 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. Quotes marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a quote 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 Air District for, and to indemnify, defend, and hold harmless the Air 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 Air District's non-disclosure of any such designated portions of a quote.

7. Modification – Once submitted, quotes be altered up until the due date. Quotes may not be modified after the due date.

SECTION V – QUOTE FORMAT, CONTENT, AND SUBMITTAL

Submitted quotes must follow the format outlined below and include all requested information. Failure to submit quotes in the required format may result in the quote being eliminated from evaluation and consideration. A bidder may propose more than one air filtration / air scrubber unit in their bid as long as the unit(s) meet the minimum Product Specifications described in Section III. Each proposed unit will be evaluated separately.

1. Cover Letter (Section I) – Include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm. Also include the name of the firm's representative designated as the contact and e-mail address.
2. Product Specifications and Pricing – Complete Attachment A, Product Specifications and Pricing, with the following details:
 - A. Product Specifications - Air filtration units / air scrubbers must meet the minimum specifications outlined in Section III. Complete Section A of Attachment A, with details of the proposed product. Bidder may include a copy of the manufacturer's brochure for the product, if available.
 - B. Product Pricing - Complete Section B of Attachment A with the proposed pricing for both the air filtration unit / air scrubber and the replacement filters for the unit. Bidder must offer a discounted price from the retail price for the bulk purchase of the air filtration unit / air scrubber and the replacement filters for the unit (i.e., bulk-purchase pricing). Bidder shall provide quantities at which price breaks will occur.
3. Picture of Unit. Provide a picture or image of the air filtration unit / air scrubber.
4. Product Availability (Section II) – Indicate the quantity of air filtration units / air scrubbers and replacement filters in stock. Specify the lead time from order placement to delivery for both stock and non-stock units once an order is placed.
5. Delivery Guarantee (Section III) – Include a guarantee that in stock products will be delivered within fourteen (14) days of the order date. Acknowledge that the vendor will incur a 10% late delivery penalty and will reduce the unit price by 10% for each unit arriving after twenty-one (21) days past the order date.
6. Order Cancellations (Section IV) – Acknowledge that the Air District reserves the right to cancel an order at no charge within three business days after it is placed.
7. Additional Data (Section V) – Provide other essential data that may assist in the evaluation of the quote (e.g., green business certification, etc.).

SECTION VI – QUOTE EVALUATION

A panel of Air District staff will evaluate all eligible quotes. Units will be evaluated against units within the same category – i.e., Category #1 units will be evaluated against Category #1 units, and Category #2 units will be evaluated against Category #2 units. The panel will recommend the selection of the vendor(s) for each category of unit to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors.

Quotes within each category will be evaluated on the following criteria:

Criteria	Description	Points
Cost	Total unit cost per air filtration unit /air scrubber	30 pts
	Total cost for replacement filters for unit	10 pts
Air Flow (cubic feet per minute)	CFM of unit at highest setting	38 pts
Additional Product Specifications	Operating noise at highest setting, portability, unit size and weight	10 pts
	Unit stackability	10 pts
Firm's Specialty Focus Area	Local business/Green Business*	2 pts
	Total	100 pts

* The Air District gives preferences to local business and those that are certified as green businesses by a government agency or independent private rating organization. "Local business" means that a firm's headquarters is located within the nine counties of the Air District's jurisdiction.

If two or more quotes within a category receive the same number of points, the ranking of these quotes will be determined by the lower cost offer.

SECTION VII – ATTACHMENTS

- Attachment A – Product Specifications and Pricing