



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

December 28, 2021

Request for Quotations# 2021-017

**Portable Indoor Air Filtration Units and
Replacement Filters**

SECTION I – SUMMARY 1
SECTION II – BACKGROUND..... 2
SECTION III – PRODUCT SPECIFICATIONS 2
SECTION IV – INSTRUCTIONS TO BIDDERS..... 3
SECTION V – QUOTE FORMAT, CONTENT, AND SUBMITTAL 5
SECTION VI – QUOTE EVALUATION..... 6
SECTION VII – ATTACHMENTS 6

SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks bulk-purchase pricing for portable indoor air filtration units and the replacement filters for these units.

The units selected from this Request for Quotations (“RFQ”) will potentially support several Air District projects that make air filtration units and replacement filters available to economically disadvantaged individuals in the San Francisco Bay Area who suffer from asthma or another severe respiratory condition. The Air District anticipates allocating up to \$1 million for the purchase of air filtration units and replacement filters. Air filtration units must meet the specifications detailed in Section III of this RFQ. This is an 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 the air filtration unit and the replacement filter(s) for the unit. Quotes shall be valid until May 31, 2023. The Air District may place recurring orders from monthly to quarterly in varying quantities until May 31, 2023. The Air District does not guarantee a minimum or maximum number of units per order. Air filtration units and/or replacement filters shall be delivered within thirty (30) 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 portable air filtration units and the associated replacement filters described in this RFQ. A bidder may propose up to six (6) products for consideration, as long as the product(s) meet the minimum Product Specifications described in Section III. Each proposed product will be evaluated separately on the same criteria.

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

<https://baaqmd.bonfirehub.com>

**Quotes must be submitted and received by 4:00 p.m. on Friday, January 28, 2022
("deadline").**

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 Legislature originally gave the Air District 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 24-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 a quote for bulk pricing for a portable indoor air filtration unit and the associated replacement filter(s). The air filtration unit must meet the following specifications to be considered under this RFQ. If a proposed air filtration unit 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

1. The unit **must use a true high-efficiency particulate air (HEPA) filter** rated to remove 99.97% of particles measuring 0.3 micrometers or greater; air filtration units using HEPA-like, HEPA-type or non-HEPA filters are not eligible.
2. 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.

3. The unit **must be ENERGY STAR certified** to ensure energy-efficient operation.
4. The unit's **Clean Air Delivery Rating (CADR) must be certified by the Association of Home Appliance Manufacturers (AHAM)** through AHAM's Portable Electric Room Air Cleaner Certification Program.
5. The unit **must have an AHAM-certified CADR value of at least 97 for smoke** (i.e., unit is sized to clean a room 150 square feet or larger).

B. Additional Features

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

1. Life of filter(s) with normal/daily use
2. Presence of other filters (i.e., pre-filter, carbon filter, etc.) in addition to HEPA filter
3. Portability of unit (size and weight)
4. Maneuverability of unit (e.g., unit has wheels)
5. Operating noise level of unit on high
6. AHAM-certified CADR value for smoke
7. Affordability of the air filtration unit and replacement HEPA filter (and other filter[s] if applicable)

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 quotes.
5. The Air District may modify the RFQ or issue supplementary information or guidelines during the quote preparation period prior to the deadline. Please check our [Portal](#) for updates prior to the deadline.
6. Quotes shall constitute firm offers. Once submitted, quotes may be withdrawn, modified and resubmitted through the Portal up until the deadline.
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 Thursday, January 13, 2022**. 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 Thursday, January 20, 2022**.

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 Quotes

1. **Deadline** – All quotes are due no later than **4:00 p.m. on Friday, January 28, 2022** and should 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 deadline to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the deadline. Quotes received after the deadline will not be considered.
3. **Signature** – All quotes must be signed by an authorized representative of the bidder.
4. **Submittal** – Bidder shall submit its quote electronically (in Adobe Acrobat PDF file format) to the Portal. Bidders must submit quotes in the format outlined in Section V. Bidders who wish to propose more than one unit or product for consideration must submit an alternate submission for each product. Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late quotes will not be accepted. Any correction or re-submission of quotes will not extend the deadline.
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 Quotes** – 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 may be altered up until the deadline. Quotes may not be modified after the deadline. All quotes shall constitute firm offers valid through May 31, 2023.

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.

The bidder must submit a primary submission to the Portal containing two separate electronic files: one (1) Main Quote and one (1) Attachment A for a single air filtration unit and replacement filter(s) option. In addition to the primary submission, a bidder may submit up to five (5) alternative options/products for consideration. All submissions that meet the minimum specifications will be evaluated on the same criteria. To submit additional options/products for consideration, the bidder must submit a unique Attachment A for each different unit as an alternate submission to the Portal ***after*** the primary submission has been submitted. For instructions on how to submit an alternate submission in the Portal, please view this [Bonfire video](#) beginning at the 5:07 mark.

A. Main Quote

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. Quote Validity (Section II) – Acknowledge that the pricing for the proposed products will be valid through May 31, 2023.
3. Delivery Guarantee (Section III) – Include a guarantee that in stock products will be delivered within thirty (30) days of the order date. Acknowledge that the vendor will incur a 10 percent (%) late delivery penalty and will reduce the unit price by 10% for each unit arriving after forty-five (45) days past the order date.
4. 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.
5. Additional Data (Section V) – Provide other essential data that may assist in the evaluation of the quote (e.g., green business certification, etc.).

B. Product Specifications and Pricing - Complete a separate Attachment A, Product Specifications and Pricing, for each proposed product.

1. Product Specifications – 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.
2. Product Pricing - Complete Section B of Attachment A with the proposed pricing for both the air filtration unit and the replacement filter(s) for the unit. Bidder must offer a discounted price from the retail price for the bulk purchase of the air filtration unit and the replacement filter(s) for this unit. Bidder shall provide quantities at which price breaks will occur.
3. Product Availability – Complete Section C of Attachment A to indicate the quantity of the air filtration unit and replacement filter(s) in stock. Specify the lead time from order placement to delivery for both stock and non-stock units once an order is placed.

SECTION VI – QUOTE EVALUATION

A panel of Air District staff will evaluate all quotes. The panel will recommend the selection of the vendor(s) to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors.

Quotes will be evaluated on the following criteria:

Criteria	Description	Points
Cost	Total unit cost per air filtration unit.	38 pts
	Total cost for replacement filter(s) per unit.	30 pts
CADR	The CADR smoke rating of the unit (more points for higher CADR rating).	20 pts
Product Specifications	Additional features such as unit operating noise on high, size, weight and maneuverability, and type and life expectancy of filter(s).	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 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