



BAY AREA AIR DISTRICT

Request for Applications
for
Authorized Dealer List for the Carl Moyer On-Road Program

RFA Posted

May 2026

Applications Due

Ongoing

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SECTION I - SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks to qualify and authorize dealerships to participate in the Air District’s On-Road Voucher Incentive Program (“Program”). The Program provides incentives to replace older, higher-polluting trucks with new, zero emission trucks.

The Program is implemented through contractual agreements with Dealers and Dismantlers. The Dealers apply to the Bay Area Air Quality Management District for funding on behalf of the applicant. If approved, the funding amount will be deducted from the total purchase price of the truck by the Dealer. Applicants interested in replacing their truck must purchase their replacement truck through an Air District-approved Participating Dealership that has completed the required training.

The Air District intends to invite any and all dealerships that meet the minimum requirements and have completed the training to become a Participating Dealership by contracting with the Air District.

To respond to this Request for Applications (“RFA”), an interested dealership should submit all documentation via email to grants@baaqmd.gov. Title the email “RFA – Carl Moyer On-Road Dealership”.

Applications are being accepted on an ongoing basis

Applications must address all information requested in this RFA. A statement may add information not requested in this RFA, 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, local businesses, and certified green businesses are encouraged to submit applications. Any questions regarding this RFA should be submitted through the Portal. **Any questions regarding this RFA should be emailed to grants@baaqmd.gov with the title “RFA – Carl Moyer On-Road Dealership”.**

SECTION II - BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District’s mission is to improve air quality to protect public health, reduce historical and current environmental inequities, and mitigate climate change and its impacts.

B. Carl Moyer Program On-Road Heavy-Duty Voucher Incentive Program (VIP)

The Voucher Incentive Program (VIP) operates as a standalone program for small fleet owners of 20 vehicles or fewer and is subject to the administrative processes, cost-effectiveness limits, and emission reduction calculation methodologies of the Moyer Program Guidelines. The VIP provides a streamlined approach to reduce emissions by replacing baseline, high-polluting vehicles with newer, zero emission (ZE) vehicles. The VIP provides real emission benefits by

retiring the high-polluting vehicle earlier than would have been expected through normal attrition or by regulation. Air District funds (including funding from the Carl Moyer Incentive Program, Transportation Fund for Clean Air, and the Community Air Protection funds) for voucher projects are used to offset part of the cost of the replacement vehicle.

Under the Program, an equipment owner (Program Participant) applies to the Air District for funding of a vehicle replacement with the assistance of an authorized vendor that will sell the equipment. If the application is approved, the Air District provides a notice of project and funding approval to the Program Participant and authorized vendor. After verifying the delivery of the approved new equipment and receiving the completed request for reimbursement, the Air District pays the vendor/dealership.

The Program offers Participating Dealerships with potential business opportunities to sell equipment, and the dealership will provide services as described in the General Description of Services which will assist the Air District in implementing the Program.

Incentives may range between \$20,000 - \$520,000 and vary depending on the old vehicle's engine model year, weight class and annual mileage, and the replacement vehicle's cost.

Purpose of this RFA

The goal of this Request for Applications is to identify qualified dealerships to aid participants with assistance in the application process. This includes ensuring compliance with all program requirements. The Air District will consider applications as they are received and add qualified dealerships to the Program's Authorized Dealership List on a continuous basis beginning April 2026. There is no limit to the number of dealerships authorized to participate in this Program and the list will be periodically updated to include new qualified dealerships. Dealerships already on the Authorized Dealership List with an executed contract with the Air District do not need to apply. A current list of authorized dealerships can be found at: www.baaqmd.gov/trucks.

SECTION III - DEALERSHIP QUALIFICATIONS

A. Basic Requirements

An interested dealership must meet the following basic qualifications and requirements in order to participate in the Program.

- A. Dealership must be located within the Bay Area Air District: www.baaqmd.gov/about-air-quality/interactive-data-maps.
- B. Dealership has had a valid business license issued in California for a minimum of the last two years.
- C. Dealership has had a valid vehicle dealership license with DMV for a minimum of the last two years
- D. Dealership must maintain the following insurance and subsequently add the Air District as an additional insured when entering into contract:
 1. Worker's compensation and employer's liability insurance as required by law;

2. Occurrence-based commercial general liability insurance with a minimum \$1,000,000 per occurrence; and
3. Business automobile liability insurance with a minimum \$1,000,000 per each accident.

B. Dealership Participation Requirements

As part of the program, dealership participation requirements will include, but are not limited to providing the following:

- A. Dealership will provide accurate Program information to potential Program participants.
- B. Dealership will ensure that the retrofit device is selected and installed in accordance with all requirements of the CARB Executive Order and Program guidelines for the replacement equipment.
- C. Dealership will assist Program participants to correctly complete and submit a project application to the Air District. This includes the verification of the documentation to ensure all requested information is filled out correctly and that the Program participant understands the details of the Program, Program requirements, and funding process and are in accordance with the Program guidelines.
- D. Dealership will ensure the title for the replacement vehicle is registered to the Program Participant in California.
- E. Dealership will ensure the replacement vehicle is new.
- F. Ensure the baseline vehicle is delivered to the dealership prior to releasing the replacement vehicle.
- G. Dealership will ensure the replacement vehicle is delivered in California.
- H. Ensure the baseline vehicle and its original, signed title remains in dealership custody and is sent to or accepted by a participating dismantler yard for destruction within 60 calendar days of dealership taking possession of the baseline vehicle.
- I. After taking possession of the existing vehicle, the dealership must ensure the existing vehicle and its original, signed DMV title remains in dealership custody and is sent to a participating dismantler yard for destruction.
- J. Dealership will at all times, comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.
- K. Dealership will submit a reimbursement package to the air district.

SECTION IV - SUBMISSION REQUIREMENTS

A. General

1. All applications must be made in accordance with the conditions of this RFA. Failure to address any of the requirements is grounds for rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Statements of applications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the submission.
4. The Air District may modify the RFA or issue supplementary information or guidelines at any time.
5. The Air District reserves the right to reject any and all submissions.
6. All questions must be in written form and emailed to: grants@baaqmd.gov
7. A firm's selection and the execution of a contract with the Air District does not guarantee any amount of work.

B. Submittal of Applications

All documents must be submitted according to the specifications set forth in the [Submission Contents](#) Section of this RFA, and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. Deadline – All applications will be accepted on an ongoing basis. The Air District, at its discretion, may shorten or extend the deadline. Applications must be emailed to:

Bay Area Air District, Strategic Incentives Division

Email: grants@baaqmd.gov

Email Title: "RFA: Carl Moyer On-Road Dealership"

2. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). E-mail submissions will be acknowledged with a return email. All submissions for this RFA must be e-mailed to the recipient stated above. Submissions will not be accepted through the Procurement Portal.
3. Grounds for Rejection – An application may be rejected at any time if it is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
4. Disposition of the Submissions – All responses to this RFA 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 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. Applications 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 an application 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 an application.

C. Interviews

1. The Air District, at its option, may interview firms that respond to this RFA. The interviews will be for the purpose of clarifying the application.

SECTION V - SUBMISSION CONTENTS

Submitted applications should follow the format outlined below and include all requested information. Failure to submit applications in the required format may result in the submission being eliminated from evaluation and consideration.

A. Contents of Applications

Interested dealerships must submit the Dealership Information Form (Appendix A), and the required documentation listed below to the Air District:

- A. Dealership Information Form (Appendix A),
 1. Company name and contact person
 2. Phone number
 3. E-mail address
 4. List of dealership(s) and address(es)
 5. Conflict of Interests - Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The Air District reserves the right to consider the nature and extent of such work in evaluating the applications.

B. Required Documentation

1. Business license (current license and proof of license for a minimum of the last two years)
2. DMV dealership license (current license and proof of license for a minimum of the last two years)
3. Proof of Insurance

A W-9 will be required and requested following review of the initial required documentation. Please do not submit the W-9 via email. The Air District will provide a secure link to provide the W-9 after initial review.

SECTION VI - APPLICATION EVALUATION

Air District staff will evaluate all submissions. Dealerships who meet the basic requirements and qualifications will be added to the Program's Authorized Dealership List on a continuous basis. There is no limit to the number of dealerships authorized to participate in this Program. All authorized dealers must enter into a professional services contract with the Air District before providing services under the Program.