



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

April 1, 2021

Request for Quotations# 2021-002

Portable Indoor Air Filtration Units

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks bulk-purchase pricing for portable indoor air filtration units, also called air purifiers or air cleaners. The Air District intends to make these air filtration units available to economically disadvantaged individuals suffering from poorly controlled, moderate to severe asthma in the San Francisco Bay Area in advance of the 2021 wildfire season and continuing through May 2023 or until all funding is expended, whichever occurs first. The Air District anticipates allocating up to \$100,000 for the purchase of air filtration units but this amount is subject to change at the Air District’s discretion. Air filtration units must meet the specifications detailed in Section III of this Request for Quotations (“RFQ”). This is a RFQ only and is not an issue of award or purchase.

The bidder must provide pricing based on quantity price breaks. Quotes shall be valid through May 31, 2023. The Air District may place recurring orders on a quarterly basis and at varying quantities through May 31, 2023. The Air District does not guarantee a minimum or maximum number of units per order. Air filtration units 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 described in this RFQ.

To respond to this Request for Quotations (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 Friday, April 30, 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 a quote for bulk pricing for portable indoor air filtration units, also called air purifiers or air cleaners. Air filtration units must meet the following specifications in order to be considered under this RFQ. If the proposed air filtration units do 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. AHAM-certified CADR value for smoke
2. Life of HEPA filter with normal/daily use
3. Affordability of HEPA filter replacements
4. Portability (size and weight)
5. Operating noise level

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 April 30, 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 Thursday, April 15, 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 Thursday, April 22, 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. on Friday, April 30, 2021, 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 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. 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. A bidder may propose more than one product in their bid as long as the product(s) meet the minimum Product Specifications described in Section III. Each proposed product 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 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 the product. Bidder must offer a discounted price from the retail price for the bulk purchase of the air filtration units (i.e., bulk-purchase pricing). Bidder shall provide quantities at which price breaks will occur. Pricing shall be valid through May 31, 2023.
3. Product Availability (Section II) – Indicate the quantity of air filtration units in stock. Specify the lead time from order placement to delivery for both stock and non-stock units once an order is placed.
4. 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% late delivery penalty and will reduce the unit price by 10% for each unit arriving after forty-five (45) days past the order date.
5. 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.
6. 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 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	50 pts
CADR Rating	The CADR smoke rating of the unit. A unit with a higher CADR rating will receive more points.	20 pts
Product Specifications	In addition to the minimum specifications:	
	• Cost of Replacement HEPA Filter	18 pts
	• Additional features such as operating noise, unit size and weight	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