



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

October 14, 2015

**Request for Quotation No. 2015-009**

**Surface Computers**

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**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (Air District) seeks a vendor to supply Microsoft Surface computers. Quotes for six alternative configurations are requested and the bills of materials for each alternative configuration are detailed in Section V of this document. The Vendor will not be asked to provide any software licensing, but the Vendor will be required to imprint a disk image on each computer. The Vendor will be required to deliver the items to a defined receiving location within 30 days of the order being placed.

To respond to this RFQ, an interested company should submit one (1) electronic copy of its quote sheet to:

Tina Landis Administrative Analyst  
Bay Area Air Quality Management District  
939 Ellis Street, San Francisco, CA 94109  
tlandis@baaqmd.gov

**Quotes must be received by 4:00 PM on October 28, 2015.  
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, and Certified Green Businesses are encouraged to submit quotes.

**Any questions regarding this RFQ should be directed to Tina Landis at [tlandis@baaqmd.gov](mailto:tlandis@baaqmd.gov).**

## SECTION II – INSTRUCTIONS TO BIDDERS

### A. General

1. 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 this quote.
2. 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 [website](#) for updates.
3. Quotes shall constitute firm offers. Once submitted, quotes cannot be altered without the written consent of the Air District.
4. The Air District reserves the right to reject any and all quotes.
5. The cost for developing the quote is the responsibility of the bidder, and shall not be chargeable to the Air District.
6. All questions must be in written form or emailed directly to Tina Landis, Administrative Analyst, and arrive no later than **4:00 p.m. on October 22, 2015**. All questions will be answered in writing and posted on the [BAAQMD RFP webpage](#) by **6:00 p.m., October 23, 2015**.

### B. Submittal of Quotes

1. A copy of the quote must arrive at the address specified in Section I by 4:00 p.m. on October 28, 2015.
2. Quotes received after the time and date provided previously specified will not be considered
3. Under this RFQ the Air District is requesting that six alternative configurations of computer systems and associated items be quoted. The bill of materials for each is included in Section V of this RFQ. The Air District will review the quotes for each alternative Bill of Materials and select only one alternative from one vendor. Each Vendor may elect to quote on any, or all Bill of Materials.
4. Grounds for Immediate Rejection – A quote may be immediately rejected at any time after the deadline if it does not contain the information required by this RFQ document.
5. Disposition of the Submissions – All responses to this RFQ 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. Quotes 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 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 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 quote.

### SECTION III – QUOTE FORMAT AND CONTENT

Submitted quotes must include all requested information.

1. List of items to be delivered with cost for each line item.
2. Line item for imaging of each computer.
3. A delivery guaranteed for all items within 30 days of the order date.
4. An acknowledgement of acceptance for the following late delivery penalty: 10% penalty (reducing the price by 10%) for items arriving after 45 days past the order date.
5. An acknowledgement that the District may cancel the order of any item at any time before the item is received by the District.
6. A line item showing appropriate sales tax.
7. An acknowledgement that the quote is valid and will be honored for at least 60 days, but preferably 90 days.
8. A description of any available options for staged or local storage for items that would allow for items to be stored and staged off-site and deployed at the District in smaller batches.

### SECTION IV – QUOTE EVALUATION

A panel of Air District staff will evaluate all quotes. Quotes will be evaluated on the following criteria:

Cost	Total cost of all items	60%
Responsiveness	Contents of the quote closely match the requested items and conditions in this RFQ	25%
References	References of the firm including experience of the firm delivering on-time to like entities	13%
Firm’s Specialty Focus Area	Local business/Green Business	2%
	Total	100%

The Air District reserves the right to reject any and all quotes 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.

If two or more quotes receive the same number of points, the Air District will accept the lower cost offer.

## SECTION V – SCOPE AND SPECIFICATIONS

The District is a local regulatory agency tasked with protecting the air for the nine Bay Area counties through planning, regulation, permitting and enforcement. The District has approximately 350 users.

### Alternative 1 Bill of Materials

QUANTITY	ITEM
340	Surface Pro 3 i5/256GB/8GB RAM
340	Surface Pro 3 Typecover
260	Surface docking station
340	CA Environmental Fee
340	Write Disk Image
	Delivery Guarantee
	Tax (San Francisco, CA)
	Total

### Alternative 2 Bill of Materials

QUANTITY	ITEM
340	Surface Pro 4 i5/256GB/8GB RAM
340	Surface Pro 4 Typecover
260	Surface docking station
340	CA Environmental Fee
340	Write Disk Image
	Delivery Guarantee
	Tax (San Francisco, CA)
	Total

### Alternative 3 Bill of Materials

QUANTITY	ITEM
340	Surface Pro 3 i7/256GB/8GB RAM
340	Surface Pro 3 Typecover
260	Surface docking station
340	CA Environmental Fee
340	Write Disk Image
	Delivery Guarantee
	Tax (San Francisco, CA)
	Total

**Alternative 4 Bill of Materials**

QUANTITY	ITEM
340	Surface Pro 4 i7/256GB/8GB RAM
340	Surface Pro 4 Typecover
260	Surface docking station
340	CA Environmental Fee
340	Write Disk Image
	Delivery Guarantee
	Tax (San Francisco, CA)
	Total

**Alternative 5 Bill of Materials**

QUANTITY	ITEM
340	Surface Pro 4 i7/256GB/16GB RAM
340	Surface Pro 4 Typecover
260	Surface docking station
340	CA Environmental Fee
340	Write Disk Image
	Delivery Guarantee
	Tax (San Francisco, CA)
	Total

**Alternative 6 Bill of Materials**

QUANTITY	ITEM
340	Surface Book i7/256GB/8GB RAM
260	Surface docking station
340	CA Environmental Fee
340	Write Disk Image
	Delivery Guarantee
	Tax (San Francisco, CA)
	Total