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BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Request for Quotations# 2021-005

Microsoft 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. The Air District requests quotes for six alternative configurations as detailed in Section III of this Request for Quotations (RFQ). The vendor will not need to provide software licensing but may be required to imprint a disk image on each computer. The vendor will be required to deliver the items to a defined receiving location in San Francisco within thirty (30) days of the order being placed. All quotes shall constitute firm offers valid for ninety (90) days.

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 Wednesday, May 12, 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

The Air District requests quotes for six alternative configurations of computer systems and associated items. The Air District will review the quotes for each alternative configuration and will select only one alternative from one vendor. An interested bidder may elect to quote on one, multiple, or all six alternative Bill of Materials. **Provide pricing for both the Surface Dock and Surface Dock 2. The Air District, at its sole discretion, may elect to purchase either the Surface Dock or the Surface Dock 2, or a combination of both (actual quantities to be determined by the Air District).**

Alternative 1 Bill of Materials

ITEM	QUANTITY
Surface Laptop 4 i7/512HD/16GB RAM (13.5" matte black)	185
Surface Docking Station (MFR# PF3-00005) Surface Dock 2 (MFR# SVS-00001)	40
CA Environmental Fee	185
Write Disk Image	185
Delivery/Shipping Fee	
Tax (San Francisco, CA)	
Total	

Alternative 2 Bill of Materials

ITEM	QUANTITY
Surface Laptop 4 i7/1TB HD/32GB RAM (13.5" matte black)	185
Surface Docking Station (MFR# PF3-00005) Surface Dock 2 (MFR# SVS-00001)	40
CA Environmental Fee	185
Write Disk Image	185

ITEM	QUANTITY
Delivery/Shipping Fee	
Tax (San Francisco, CA)	
Total	

Alternative 3 Bill of Materials

ITEM	QUANTITY
Surface Laptop 4 i5/512HD/16GB RAM (13.5" matte black)	185
Surface Docking Station (MFR# PF3-00005) Surface Dock 2 (MFR# SVS-00001)	40
CA Environmental Fee	185
Write Disk Image	185
Delivery/Shipping Fee	
Tax (San Francisco, CA)	
Total	

Alternative 4 Bill of Materials

ITEM	QUANTITY
Surface Laptop 4 r7/512HD/16GB RAM (15" matte black)	185
Surface Docking Station (MFR# PF3-00005) Surface Dock 2 (MFR# SVS-00001)	40
CA Environmental Fee	185
Write Disk Image	185
Delivery/Shipping Fee	
Tax (San Francisco, CA)	
Total	

Alternative 5 Bill of Materials

ITEM	QUANTITY
Surface Laptop 4 r7/512HD/16GB RAM (15" matte black)	185
Surface Docking Station (MFR# PF3-00005) Surface Dock 2 (MFR# SVS-00001)	40
CA Environmental Fee	185
Write Disk Image	185
Delivery/Shipping Fee	
Tax (San Francisco, CA)	
Total	

Alternative 6 Bill of Materials

ITEM	QUANTITY
Surface Laptop 4 r5/256HD/16GB RAM (13.5" matte black)	185
Surface Docking Station (MFR# PF3-00005) Surface Dock 2 (MFR# SVS-00001)	40
CA Environmental Fee	185
Write Disk Image	185

ITEM	QUANTITY
Delivery/Shipping Fee	
Tax (San Francisco, CA)	
Total	

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 valid for ninety (90) days. Once submitted, quotes may be withdrawn, modified and resubmitted through the Portal up until the May 12, 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, April 30, 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 Wednesday, May 5, 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 **May 12, 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 quotes 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.

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 (Section II) – Provide pricing for the six alternative Microsoft Surface computer configurations outlined in Section III, Product Specifications. Quotes must include the following:
 - a. List of items to be delivered with cost for each line item.
 - b. Line item for disk write imaging of each computer.
 - c. Line item for the California Environmental Fee
 - d. Line item for Sales Tax (8.75%; San Francisco, CA)
 - e. Line item for Shipping/Delivery fee (if any)
 - f. Line item for the total cost of order
3. Delivery Guarantee (Section III) – Include a guarantee that 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 item 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 five business days after it is placed.
5. Storage Options (Section V) – Describe available options, if any, for staged or local storage of items that would allow for items to be stored and staged off-site and deployed to the Air District in smaller batches.
6. References (Section VI) – Provide references of other, similar projects or orders that the bidder has completed, preferably for governmental agencies. Provide the customer's name, contact name, title, telephone number, order dates and a brief description of the services provided.
7. Additional Data (Section VII) – 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 cost of all items.	60 pts
Responsiveness	Contents of the quote closely match the requested items and conditions in this RFQ.	25 pts
References	References of the firm including experience of the firm delivering on-time to similar	13 pts

Criteria	Description	Points
	entities.	
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 Air District will accept the lower cost offer.