

Bidding for Clean Air Business



How to Sell Products and
Services to the South Coast
Air Quality Management
District



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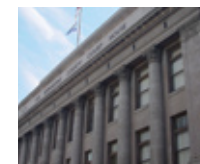
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Who we Are

Clean air is the business of the South Coast Air Quality Management District, the regional government agency responsible for meeting air quality health standards in the urban parts of Los Angeles, Riverside and San Bernardino counties, and all of Orange County. Over 16 million residents who live in this area breathe some of the dirtiest air in the U.S. and AQMD often finds itself at the forefront of worldwide efforts to achieve healthful air. Together with industry, community groups, concerned citizens, and local government, AQMD develops programs and regulations to reduce air pollution. We also support



development
of new non-
pollution
technologies.





What we Buy

Through either the formal or informal bid process, AQMD purchases varied materials, equipment and services such as:

- Alternative Fuel Vehicles
- Household supplies and janitorial service
- Temporary help (through employment agencies)*
- Equipment and building maintenance
- Rented and leased equipment
- Tools
- Computer equipment and supplies*
- Printing and graphic service
- Automotive parts and repairs*
- Clothing and safety equipment
- Laboratory equipment and supplies
- Office supplies and paper*
- Furniture

*For these services see the Pre-qualified Vendors section of this brochure.

How the Bid Process Works

AQMD prepares a description of equipment needed or work to be performed, qualifications needed by those performing the work, and resources required. We then solicit quotations or proposals from qualified bidders in a written request for quotations or request for proposals, which specifies a deadline for bids. For projects estimated to cost more than \$25,000, AQMD publishes a notice inviting bids or proposals in general circulation newspapers at least once a week for two weeks. In addition, you can find

out about current solicitations by accessing our Web site at www.aqmd.gov.

Types of Bids

There are three types of bids:

- A formal bid is a written bid solicited through public advertising. They are used for equipment or services costing more than \$25,000.
- An informal bid is a written bid solicited from a vendor when the cost of equipment or supplies is less than \$25,000 – too low to justify the costs of the formal bidding procedure.
- A telephone bid may be sought when immediate delivery is needed or for other valid reasons. Written confirmation of the bid may be required.

Pre-Qualified Vendors

AQMD also uses pre-qualified vendors for procuring services and supplies. Pre-qualified vendors are vendors whom the AQMD has determined to be qualified to provide particular services or supplies. As requirements are identified, competitive bids will be sought only from those vendors on the pre-qualification list. Pre-qualified vendors are selected through the formal bid process.

Cooperative Purchasing

When possible, to effect economies of scale purchasing, the AQMD uses cooperative purchasing interagency agreements with other government agencies. This allows the AQMD to enjoy the same terms, discounts, prices, and availability of items that would not be possible in all cases under small-scale purchasing.

Vendor Outreach

AQMD participates in various vendor events and conferences throughout the year as part of our vendor outreach. We encourage participation by all businesses including small, minority, women-owned, and disabled veteran enterprises in our procurement process. If you would like to be placed in our vendor database, please contact AQMD's Procurement Unit at (909) 396-3520 to receive a Vendor Database Form.

Small and Disabled Veteran Business Preference

In response to Request for Quotations, small, disabled veteran, and low-emission vehicle businesses are granted a preference in an amount equal to 5% of the lowest-cost responsive business. Off-Peak Hours Delivery and Local businesses (if the procurement is not funded in whole or in part by U.S. EPA grant funds) are granted a preference in an amount equal to 2% of the lowest cost responsive bid.

We'd Like to Hear From You

For current information on requests for proposals and quotations call (909) 396-3520. Or access the AQMD's web site at www.aqmd.gov.

AQMD welcomes visits from interested vendors. To make an appointment, call the Procurement Unit at (909) 396-3520.