

BOARD MEETING DATE: January 9, 2015

AGENDA NO. 14

PROPOSAL: Report of RFQs Scheduled for Release in January

SYNOPSIS: This report summarizes the RFQs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of January.

COMMITTEE: Administrative, December 13, 2014; Recommended for Approval

RECOMMENDED ACTION:  
Approve the release of RFQs for the month of January.

Barry R. Wallerstein, D.Env.  
Executive Officer

MBO:lg

---

### **Background**

At its January 8, 2010 meeting, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFQs for budgeted items over \$75,000, which follow the Procurement Policy and Procedure, no longer require individual Board approval. However, a monthly report of all RFQs over \$75,000 is included as part of the Board agenda package and the Board may, if desired, take individual action on any item. The report provides the title and synopsis of the RFQ, the budgeted funds available, and the name of the Deputy Executive Officer/Asst. Deputy Executive Officer responsible for that item. Further detail including closing dates, contact information, and detailed proposal criteria will be available online at <http://www.aqmd.gov/grants-bids> following Board approval on January 9, 2015.

### **Outreach**

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFQs and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may be notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFQs will be e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

**Proposal Evaluation**

Proposals received will be evaluated by applicable diverse panels of technically-qualified individuals familiar with the subject matter of the project or equipment and may include outside public sector or academic community expertise.

**Attachment**

Report of RFQs Scheduled for Release in January 2015

**January 9, 2015 Board Meeting  
Report on RFQs Scheduled for Release on January 9, 2015**

**(For detailed information visit SCAQMD's website at  
<http://www.aqmd.gov/grants-bids> following Board approval on January 9, 2015)**

**STANDARDIZED SERVICES**

RFQ #Q2015-14	Issue Request for Quotation for Leasing Mailing Equipment	JOHNSON/3018
---------------	---	--------------

This action is to issue a RFQ to solicit vendor quotations for the lease of mailing equipment. SCAQMD operates an in-house mail center that handles 149,000 pieces of outgoing mail annually. The current mailing system lease expires June 30, 2015. Sufficient funds have been included in the FY 2014-15 Budget request.