

BOARD MEETING DATE: June 5, 2020

AGENDA NO. 14

PROPOSAL: Report of RFQs Scheduled for Release in June

SYNOPSIS: This report summarizes the RFQs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of June.

COMMITTEE: Administrative, May 8, 2020, Reviewed

**RECOMMENDED ACTION:**

Approve the release of RFQs for the month of June.

Wayne Nastri  
Executive Officer

SJ:tm

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**Background**

At its January 10, 2020 meeting, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFQs for budgeted items over \$100,000, which follow the Procurement Policy and Procedure, no longer require individual Board approval. However, a monthly report of all RFQs over \$100,000 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 June 5, 2020.

**Outreach**

In accordance with South Coast AQMD'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 South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQs will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on the Internet at South Coast AQMD'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 June 2020

## ATTACHMENT

### June 5, 2020 Board Meeting Report on RFQs Scheduled for Release on June 5, 2020

(For detailed information visit SCAQMD's website at <http://www.aqmd.gov/nav/grants-bids> following Board approval on June 5, 2020)

#### STANDARDIZED SERVICES

RFQ 2020-17      Issue Request for Quotations to Lease Mailing      OLVERA/2309  
Equipment

South Coast AQMD's current lease for high-volume United States Postal Service (USPS)-compliant postage and shipping equipment expires October 31, 2020. The lease also includes equipment that folds, inserts and addresses outgoing mail. South Coast AQMD's in-house Mail Center processes all daily incoming and outgoing mail. Staff also coordinates large South Coast AQMD mailings that require folding, inserting, sealing, removing duplicate addresses, addressing/labeling, and metering. The purpose of this RFQ is to solicit qualified vendors interested in leasing, installing, and maintaining high-production United States Postal Service (USPS)-compliant mailing, shipping, folding/inserting, and addressing systems as specified in this RFQ and in providing staff training in the use of leased equipment.