REQUEST FOR QUALIFICATIONS

APPROVED PARTNER LIST FOR PROVISION

OF

BOTTLED WATER DELIVERY TO SCHOOLS

June 8, 2020

Rural Community Assistance Corporation
3120 Freeboard Drive, Suite 201
West Sacramento, CA 95691
www.rcac.org
Introduction

Rural Community Assistance Corporation (RCAC) is a nonprofit organization that provides technical assistance, training and financing so rural communities achieve their goals and visions.

Headquartered in West Sacramento, California, RCAC's employees serve rural communities in the western United States, and the Pacific Islands. RCAC's work encompasses a wide range of services including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and community development finance.

RCAC assists rural communities to build, improve, manage, operate, or finance drinking water, wastewater and solid waste systems. RCAC also is a member of Rural Community Assistance Partnership, Inc. – a well-established national environmental network for rural communities.

Through this RFQ, RCAC seeks to:

1.) Maintain partnerships with companies to supply water bottled water and dispenser delivery
2.) Identify bottled water delivery that meet specific criteria needed for each type of school setting
3.) Receive approved vendor discounts and benefits to make delivery more affordable for California’s disadvantaged communities

**Statements of Qualifications (SOQ) must be submitted electronically by July 10, 2020, 5pm Pacific Standard Time (PST).**

After the SOQ submittal deadline, RCAC will evaluate the SOQs and choose which applicants remain on the list. If needed, RCAC will contact vendors to clarify items in their SOQs. A minimum of three SOQs must be received. If three SOQs are not received, RCAC may cancel or reissue the RFQ.

If at least three SOQs are received, RCAC will then select vendors that are best suited for the project. The selected vendors will be considered active partners who will process orders for bottled water delivery. No funding is directly associated with this RFQ. **THIS SOLICITATION WILL NOT RESULT IN A DIRECT CONTRACT WITH RCAC.**
PROJECT BACKGROUND AND APPROACH

RCAC received funding through the State Water Resources Control Board to implement bottled water delivery to public schools that are experiencing source water contamination issues in California’s disadvantaged communities.

RCAC will conduct community outreach to identify schools that are interested in implementing water access and consumption programs at their schools or public facilities. RCAC will assess water quality and will identify potential locations to install bottled water dispensers. RCAC will make purchases on behalf of the schools or, in some cases, reimburse schools for bottled water purchases. RCAC and the approved vendors will provide general technical assistance to the grantees to help them coordinate and install bottled water dispensers.

Project Milestones

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<th>Issue Request for Qualifications</th>
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<tr>
<td>Deadline to submit Statement of Qualifications</td>
<td>July 10, 2020</td>
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<tr>
<td>Approved List of Vendors Selected and Notified</td>
<td>July 31, 2020</td>
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<tr>
<td>Finalize locations for Bottled water delivery</td>
<td>Ongoing from July 2020 through June 2022</td>
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<tr>
<td>Bottled Water Delivery and Dispenser Installations</td>
<td>Ongoing from July 2020 through June 2022</td>
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MINIMUM QUALIFICATIONS

The following are minimum requirements the vendor must meet to submit a bid. Responses must show compliance to these minimum qualifications. RCAC reserves the right, but is not obligated, to clarify if compliance to the minimum qualifications is not clear in a vendor’s response. All items included in the Proposal Submission Requirements must be addressed for the SOQ to be considered responsive. RCAC shall reject submissions that are not responsive without further consideration.

Partner Qualifications:

- Ability to deliver to rural schools throughout California
- Must be a certified distributor of products offered/provided and must provide a copy of certification upon request.
- Pricing offer must be good through June 31, 2022.
- Must offer a bulk discount, in-kind donation, and/or other contribution toward the successful completion of the project.
• Must be located in California

**Bottled water:**

Water Quality certified by one of the following organizations:
• The International Bottled Water Association (IBWA)
• NSF International
• Underwriters Laboratories, Inc.

**Bottled water dispenser:**

• Freestanding floor unit with attached paper cup dispenser
• Bottom-loading water bottle dispenser
• Accepts 3- or 5-gallon water bottles
• Easy to sanitize
• Food-grade stainless-steel hot tank and cooling tank
• High-quality and energy-efficient compressor for reliable, consistent performance
• Maintained by vendor

**OTHER DESIRED QUALIFICATIONS (OPTIONAL)**

**Partner Qualifications:**

• Proven track record of bottled water delivery service
• Provides a range of equipment options to accommodate indoor and outdoor installations
• Capable of furnishing logos on the water dispenser units
• Provides adequate manufacturers’ warranty for indoor and outdoor locations
• Short turnaround time from order to delivery (less than 30 days)
• Operates in a socially responsible manner
• Provides reusable water bottles, paper drinking cups, and technical support/assistance with purchase of bottled water delivery service

**Proposal Requirements**

This section specifies the information that must be included in your Statement of Qualifications. Submittals must include:

• Cover Letter
• Product List
• Area of Distribution/ Delivery Services
• Costs
• Discount on bulk purchasing

Cover Letter

Include a cover letter. The letter should identify your legal business name, company name (if different from legal name), address, and telephone number and email address of the contact person(s) authorized to represent your company regarding all matters related to the proposal. The letter should also include a brief description of your corporation and describe how you meet the minimum and desired partner qualifications.

Proposed Products

The SOQ should include a detailed listing of the bottled water dispensers that meet the minimum and desired specifications and supporting cut sheets and manuals for products identified.

At a minimum, the product listing should include the following information:

• Model name and number
• Product type: indoor, outdoor or either
• Installation/mounting type: free standing or other
• Major features and options (e.g., flow rate, etc.)
• All other ancillary parts that are required for installation, like mounting brackets, which may be sold separately
• Required water pressure range for optimal flow rate
• Weight
• Turnaround time from order to delivery (with and without logo application, if different)
• Point of origin location

Provide any other important information needed for the installation or maintenance of products identified.

Costs and Partner Contributions

The SOQ should include a breakdown of all costs for product procurement, including unit, ancillary parts, optional add-on features, logo application, tax and delivery.

For all products listed, please include the current manufacturer list price per unit.

As applicable, please also specify the discount rate that will be applied to the current manufacturer list. Eligible finder’s fees should be applied as a discount rate. If the discount rate varies based on model number and/or order volume, attach an additional sheet and specify. Cost information must indicate the time period that pricing is good for. If you do not provide a
percentage for discount, please indicate other in-kind donation or services that will be provided. Provide minimum procurement quantities required for discount rates.

Delivery estimates should include pricing for standard delivery to all counties within California.

Describe the extent of support services that will be available during project implementation and throughout the first year of use. Explain whether the support will be on-site, on-line, or via telephone. Please also include any costs associated with product support and available installation services.

Submittal Instructions

All items above must be addressed for the proposal to be considered responsive. The deadline for submission of responses is 5:00 p.m. PST on July 10, 2020.

All proposals shall be submitted via email to the Project Lead noted below. Attachments to email shall be on Microsoft Office software and/or PDF format. One compiled PDF file is preferred. RCAC does not assume responsibility for any problems in the email submission or delays caused by any delivery service. RCAC’s project representative will respond with a confirmation email upon receipt of proposals.

Proposals are to be emailed to:

Rural Community Assistance Corporation
Project Lead: Sara Cammarano
Email: scammarano@rcac.org

Evaluation Criteria

We are looking to select partners whose products, services, and contributions can assist with successful completion of RCAC’s Agua4All program and support the continued development of an implementation framework for rapid large-scale bottled water delivery throughout California.

The evaluation criteria includes:
- Qualifications and experience of the vendor
- Vendor’s past experience with customers
- Ability to respond in a timely manner and provide excellent customer service
- Size of service area and ability to deliver to remote areas
- Ability to provide bulk discount on products

Products
Proposals will be evaluated on the type of products available and procurement timelines.

**Cost and Partner Contributions**
Proposals will be evaluated on the detailed descriptions of product(s) and delivery costs and associated partner contributions.

**Other Quality Attributes**
Proposals will also be evaluated for other aspects not discussed above that will add value to RCAC’s project expansion and future large-scale expansion throughout California and ultimately the western United States.

**Partner List Approval and Instructions to Approved Partner(s)**

RCAC will notify selected partners in writing via email no later than July 31, 2020. Following Partner List selection and notification, RCAC will work with selected partners to confirm terms of payment and conditions for purchase orders.

A final partner list will be made available to all parties who submitted a Statement of Qualifications upon request. Approved partners may be removed from the partner list for cause.