



RCAC

REQUEST FOR QUALIFICATIONS

APPROVED PARTNER LIST FOR PROVISION

OF

DRINKING WATER FOUNTAINS & WATER BOTTLE FILLING STATIONS

April 1, 2021

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

Introduction

Rural Community Assistance Corporation (RCAC) is a 501(c)(3) nonprofit organization that provides training, technical and financial resources and advocacy so rural communities can 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 economic development financing.

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 supporting rural communities.

RCAC is issuing this Request for Qualifications (RFQ) for the purposes of continuing our approved vendor partner list for purchasing drinking fountains/water bottle filling stations to install in schools and other public places in rural communities. RCAC will purchase and assist our communities to purchase water bottle fillers/filling stations for local sites from these approved partners only.

Through this RFQ, RCAC seeks to:

- 1.) Maintain partnerships with companies to supply drinking fountains and water bottle filling stations
- 2.) Identify drinking fountains and water bottle filling stations that meet specific technical criteria needs for each type of school/community setting
- 3.) Continue to be eligible for approved vendor discounts and benefits to more affordably serve California's disadvantaged communities

Statement of Qualifications (SOQ) must be submitted electronically by April 30, 2021 5pm Pacific Standard Time (PST).

After the SOQ submittal deadline, RCAC will evaluate the SOQs and choose which applicants remain on the preferred vendor list. If needed, RCAC will contact vendors to clarify items in their SOQs. A minimum of three SOQs must be received. If three proposals 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 next phase of the project. The selected vendors will be considered active partners who will process orders for water bottle filling stations/drinking water fountains. No funding is directly associated with this RFP. **THIS SOLICITATION WILL NOT RESULT IN A DIRECT CONTRACT WITH RCAC.**

PROJECT BACKGROUND AND APPROACH

RCAC will conduct outreach to identify communities that are interested in implementing water access and water quality improvements at rural schools and/or public facilities. RCAC will perform technical site evaluations and assess water quality and condition of existing water infrastructure/drinking water fountains in schools and other public places to identify potential locations for installation of drinking fountains or water bottle filling. Based on technical site evaluations, vendor information and needs of site funding sponsors, RCAC will then recommend which water bottle filling station type(s) to purchase from the approved vendor list. RCAC receives funding to purchase the units needed for a site. But in some cases, RCAC partners with sites that have received their own funding to purchase units needed. RCAC and its local partners will provide general technical assistance to the grantees to help them coordinate and install water bottle filling stations.

Most water bottle filling stations will be installed/retrofitted at existing water connections, or will replace old drinking water fountains; however, some new water line connections may be installed to provide water access in high priority locations (e.g., where meals are served and near where students recreate). Water bottle filling stations will be installed in both outdoor and indoor locations at schools and public facilities throughout California. For this reason, we need to identify vendors capable of managing high demand, with the capacity to work with and deliver to communities and schools throughout California.

Project Milestones

Issue Request for Qualifications	April 1, 2021
Deadline to submit Statement of Qualifications	April 30, 2021
Finalize list of preferred vendors	May 31, 2021

MINIMUM QUALIFICATIONS

The following are minimum requirements that vendors 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 proposal to be considered responsive. RCAC shall reject proposal submissions that are not responsive without further consideration.

Partner Qualifications:

- Ability to deliver to rural schools throughout California;
- Must be a certified manufacturer, dealer, or distributor of products; offered/provided, and must provide a copy of certification upon request;
- Must be able to offer a list of pricing that is good for at least one year;

- Must offer a partner discount, in-kind donation, and/or other contribution toward the successful completion of the project;
- Be able to provide technical support to RCAC staff and community partners;
- Ability to respond to inquiries from RCAC staff and community partners in a timely manner;
- Must be able to deliver units to sites throughout California.

Water Bottle Filling Stations:

- Certified to be lead-free compliant, including NSF 372, NSF/ANSI 61, AB1953 and listed by an approved listing agency
- Complies with American Disabilities Act (ADA) and California Title 24 Accessibility Standards
- Durable vandal resistant construction

OTHER DESIRED QUALIFICATIONS (OPTIONAL)

Partner Qualifications:

- Proven track record of manufacturing drinking fountains and bottle filling stations
- Provides a range of equipment options to accommodate indoor and outdoor installations
- Capable of furnishing logos on the water bottle filling station units or accessory structures (e.g., backsplash)
- Provides adequate manufacturers' warranty for indoor and outdoor locations
- Short turnaround time from order to shipping (less than 30 days)
- Manufacturing/shipping locations in or near California
- Prior experience working in California
- Operates in a socially responsible manner
- Provides reusable water bottles and technical support/assistance with purchase of water bottle filling stations

Water Bottle Filling Stations:

- Vandal-resistant features
- Flow rates between 1 and 2 gallons per minute
- 100% stainless steel construction
- Design that is appealing to children and adolescents
- Ability to operate with or without a carbon filter
- Ability to retrofit existing refrigerated and non-refrigerated drinking water fountains
- Combination water bottle filler and drinking water fountain (refrigerated or non-refrigerated)
- Battery or electrically powered display of usage (e.g., bottle counter)
- Easy-to-clean and easy-to-maintain
- Low cost to maintain
- Made in United States

Proposal Requirements

This section specifies the information that must be included in your proposal. Submittals must include:

- Cover Letter
- Product List
- Costs
- Partner Discount and/or In-Kind Contribution

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 drinking water fountains/bottle filling stations 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: retrofit, surface wall mount, recessed wall mount, free standing, other
- Major features and options (e.g., flow rate, optional filter, optional bottle counter, 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 shipping (with and without logo application, if different)
- Manufacturing/shipping location

Describe your process for applying logos on water bottle filling stations, if applicable. A minimum of two, full color logos will be needed for each unit. Size of logos will vary depending on the type of water bottle filling stations. The minimum logo size is 1.5 in x 3.5 in.

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 shipping.

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 that pricing is good for one year. 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. Shipping estimates should include pricing for standard delivery to all counties in California which should be by weight or per unit and please specify estimated shipping timeframe.

Describe the extent of support services that will be available to RCAC and community partners. 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 (applicable if your firm performs installations).

Submittal Instructions

All items above must be addressed for the proposal to be considered responsive. ***The deadline for submission of responses is 5:00 PM (PST) on April 30, 2021.***

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. The Project Lead will respond with a confirmation email upon receipt of proposals.

Proposals are to be emailed to:

Rural Community Assistance Corporation
Project Lead: Stephanie Villegas
Email: svillegas@RCAC.ORG

Evaluation Criteria

We are looking to select partners whose products, services, and contributions can assist with successful completion of phase two of RCAC's Agua4All program and support the continued development of an implementation framework for rapid large-scale installation of water bottle filling stations throughout California and maybe even western region of the United States. When possible, RCAC would prefer to establish partnerships directly with manufacturers.

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 shipping 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 May 31, 2021. 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 proposal upon request. Approved partners may be removed from the partner list for cause.