**Notice of Request for Proposals (RFP)**

**For**

**Fixed Ladder Installations at Air Quality Monitoring Sites**

**Posted: October 13, 2025**

**Proposal Responses Due:**

4:00 p.m. Pacific

November 7, 2025

**Issued on behalf of:**

**The Yolo-Solano Air Quality Management District**

**RFP Coordinator:**

Eden Winniford, ewinniford@ysaqmd.org

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# I. General Information

## A. Introduction

The Yolo-Solano Air Quality Management District (District) has prepared this Request for Proposals (RFP) and is requesting proposals from qualified and interested firms (Proposer). The District invites qualified candidates to submit proposals for installing fixed ladders at air quality monitoring sites.

The successful Proposer(s) shall be required to enter into a contract with the District for the installation of fixed ladders at the District’s air quality monitoring sites. The successful Proposer(s) shall be required to furnish the equipment, machinery, transportation, and other implements necessary to execute the contract. They shall supply separate plans for how each site’s installation will be executed. The plan shall include a full description of all equipment to be installed, a description of required permitting, the number of personnel needed to perform each installation, the approximate date when the installation could begin, and the estimated completion timeframe. The successful Proposer shall maintain a State of California Contractor’s license and ensure that all employees have been trained in appropriate safety measures. The Proposer shall state their qualifications as a professional contractor, which may include previous ladder installation services provided to businesses or government agencies within the Sacramento Area, the length of time the Proposer has been performing these types of services, and any special qualifications its employees might have.

##  B. Background

The District is a government special district whose mission is to protect human health and property from the harmful effects of air pollution. Its jurisdiction covers all of Yolo County and the northeastern portion of Solano County, including Vacaville, Dixon, and Rio Vista. The District maintains several air quality monitors throughout its jurisdiction and provides real-time data on pollution conditions to the public.

## C. Statement of Purpose

The District seeks a proposal for installing fixed ladders at the following three air quality monitoring sites:

1. 132 15th Street, West Sacramento, CA (West Sacramento Site)

2. Tony Diaz Drive, Woodland, CA (38.661222, -121.73272) (Woodland Site)

3. 2188 Ulatis Drive, Vacaville, CA (38.356565, -121.949882) (Vacaville Site)

Proposers who submit a response to this RFP must have the ability to meet the requirements, including the terms and conditions contained in this RFP.

## D. District Air Quality Monitoring Sites Descriptions

**1. West Sacramento Site – 132 15th Street, West Sacramento**

The West Sacramento Site is located on the rooftop of Fire Station 41 in West Sacramento, California. The District is seeking a fixed ladder with a locking mechanism and a personal fall arrest system (e.g. cage) to be installed at this site to allow the Monitoring Technician to access the rooftop from the ground level outdoors. The building is approximately two stories tall. Please see Attachment 2 for a reference photo of the West Sacramento Site.

**2. Woodland Site – Tony Diaz Drive, Woodland, CA**

The Woodland Site is an approximately 8-foot-tall enclosed shelter. The District is seeking a fixed ladder with a locking mechanism to be installed on the enclosed shelter to allow the Monitoring Technician to access the roof of the shelter. Please see Attachment 2 for a photo of the Woodland Site.

**3. Vacaville Site – 2188 Ulatis Drive, Vacaville, CA**

The Vacaville Site is an approximately 8-foot-tall enclosed shelter. The District is seeking a fixed ladder with a locking mechanism to be installed on the enclosed shelter to allow the Monitoring Technician to access the roof of the shelter. Please see Attachment 2 for a photo of the Vacaville Site.

## E. Instructions

###  a. Vendor Communications

The following RFP Coordinator shall be the main point of contact for this RFP:

RFP Coordinator: Eden Winniford

Phone: 530-757-3539

E-Mail: ewinniford@ysaqmd.org

Upon release of this RFP, all Vendor communications concerning this procurement must be directed to the RFP Coordinator named above, unless otherwise specified in this RFP. Unauthorized contact regarding the RFP with other District employees of the procuring agency may result in disqualification.

Questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing to ewinniford@ysaqmd.org.

The District is not responsible for failure of the prospective Bidders/Offerors to check for any solicitation document updates, changes, or answers to questions posted at the District’s website. Failure to periodically check the website will be at the Bidder’s/Offeror’s sole risk.

Any oral communications shall be considered unofficial and nonbinding on the District.

Any irregularities or lack of clarity in the RFP should be brought to the attention of the District for correction or clarification.

### b. Site Visit Coordination

Vendors may register to attend a site visit on Monday, October 27th. The site visit will begin at 9:00 a.m. at the Woodland Site and then continue to the West Sacramento Site immediately afterwards. To register, please email ewinniford@ysaqmd.org. District staff may make additional site visits available upon request. To request a site visit on a different day, please email ewinniford@ysaqmd.org.

Please do not visit any of the sites without coordinating the visit with the District first.

### c. Deadline for Written Comments

Vendors must submit written comments to the RFP Coordinator no later than October 27th, 2025.

### d. Proposal Deadline

Proposals shall be submitted no later than November 7, 2025. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

### e. Submitting Proposals

The required method of submitting your proposal is electronically through email. Proposals should be sent to ewinniford@ysaqmd.org. Electronic submissions submitted via email will be acknowledged with a confirmation email receipt.

It is the sole responsibility of the Proposer to ensure their proposal reaches the District before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact Eden Winniford at ewinniford@ysaqmd.org for Vendor support.

Bidders/Offerors are cautioned to allow adequate time to ensure timely receipt of their proposals. The District is not responsible for any delays of the Bidder’s/Offeror’s proposal delivery. Late proposals shall not be accepted, nor shall additional time be granted to any potential Bidder/Offeror.

## F. Synonymous Terms

As used throughout this proposal and its attachments, the following terms are synonymous:

1. Supplier, Vendor, Contractor, Proposers

2. Purchase Order, Contract, Agreement

3. Services, Work, Scope, and Project

4. Bidder, Offeror, Proposer

5. Beacon, Beacon Bid

6. “The District” refers to the Yolo Solano Air Quality Management District located in Davis, California.

# II. Terms and Conditions

### A. Proposal Preparation Costs

The District shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

###  B. Proposal Withdrawal

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the Vendor may submit another proposal at any time up to the deadline for submitting proposals.

### C. Proposal Amendment

The District shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the District formally requests such in writing.

###  D. Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

###  E. Prohibition of Proposer Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the District, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

###  F. Assignment and Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. The District must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

###  G. Proposal of Additional Services

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the District.

###  H. Independent Price Determination

A proposal shall be disqualified and rejected by the District if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a District employee, or any Competitor.

###  I. Insurance

The successful Contractor will be required to provide and maintain insurance as required and listed in Attachment 1 before commencing work on the contract. The District is open to negotiating these requirements with the selected contractor(s), prior to contract award.

###  J. Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The District may require any or all Proposers to submit evidence of proper licensure.

###  K. RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all Proposers through Beacon. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

###  L. Right of Rejection

The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and District laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The District reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFP.

###  M. Disclosure of Proposal Contents

All proposals become the property of the District, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked “Exempt from CPRA.” Proposer shall defend, indemnify and hold the District harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney’s fees) that may result from denial of a CPRA request. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the District may disclose the requested information under the CPRA.”

###  N. Qualifications / Inspection

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The District reserves the right to inspect the Proposer’s facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer’s ability to perform. The RFP Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

### O. Non-Waiver

The District’s failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the District.

###  P. Federal, State, and Local Laws

The successful Proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded Proposer to ensure that all permits and/or licensees required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible Proposer.

###  Q. Governing Law

If an award is made, the contract will be made in the District of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

###  R. Non-Discrimination

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

###  S. Extensions

The District reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

###  T. Compliance

Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by District) may be cause for the District to cancel the balance of the awarded purchase order and award will be made to the next lowest Proposer. Failure to receive District concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

###  U. Default

In case of default by the awarded Proposer, the District may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected Proposer, or by any other legal means available to the District. The District may also ban selected Proposer up to two years from future solicitations for default.

###  V. Termination for Convenience

The District reserves the right, in its best interest as determined by the District, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

### W. Cancellation for Unappropriated Funds

The obligation of the District for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

### X. Assignment / Transfer / Subcontracting

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the District.

### Y. F.O.B. Point

All prices quoted shall be F.O.B destination, freight prepaid (Proposer pays and bears freight charges, Proposer owns goods in transit and files any claims), excluding sales tax. The District is exempt from Federal Excise and Transportation taxes.

### Z. Protests

The District encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The District is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

**1. Protest Procedures:**

All protests shall be typed under the protester’s letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail. Protests submitted by facsimile will not be accepted. All protests must be addressed and submitted to both the RFP Coordinator of this solicitation and the District’s Executive Director/APCO. All protests shall include at a minimum the following information:

a. The name, address, and telephone number of the Protester;

b. The signature of the Protester or Protester’s representative;

c. The solicitation title and due date;

d. Name of District employee designated as the RFP/IFB Coordinator;

e. Identification of the statute or procedure that is alleged to have been violated;

f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the Vendor’s position;

g. The form of relief requested.

The contact information for the District’s Executive Director/APCO is as follows:

 Gretchen Bennitt, Executive Director/APCO

 gbennitt@ysaqmd.org

Protester’s failure to comply with these procedures shall constitute a waiver of any right to further the RFP Protest and shall constitute a failure to exhaust administrative remedies.

The Executive Director/APCO will review the materials in connection with the protest, assess the merits of the protest, and provide a written decision on the protest. The Executive Director/APCO’s decision is final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

**2. Protest of RFP Specifications / Requirements / Terms & Conditions**

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the District. Notice shall be provided prior to September 30, 2025.

Notice must be clearly marked “Notice of Protest of Specifications/Requirements/Terms & Conditions.” No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

**3. Protest of Disqualification**

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked “Notice of Disagreement.” Companies who fail to do so forfeit all rights in the protest process. It is at the District’s discretion to make final determinations for all disqualified protests.

**4. Protest of Award of Contract**

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than 4:00 PM Pacific Time five (5) business days after the notice of the proposed contract. Notice must be clearly marked “Notice of Protest of Award of Contract.” A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

# III. Proposal Requirements

##  A. Required Proposal Submittals

### 1. Exhibit A: Site-Specific Written Proposals

Vendors must submit **separate** written proposals for each of the three sites (West Sacramento, Woodland, and Vacaville). Proposals shall include the following information:

* Itemized cost of equipment and materials;
* Itemized cost of installation, including labor and permitting;
* Equipment specifications, including useful lifetime for the ladder, descriptions of personal fall arrest systems as applicable, and descriptions of locking mechanisms as applicable;
* Equipment warranty information;
* Description of how proposed equipment meets all applicable OSHA requirements for each site;
* Number of personnel which will be used for the installation;
* Approximate date when the installation can be performed;
* Estimated time to complete the installation; and
* Description of required permitting as applicable.

Each proposal must specify which site it applies to. Vendors are not required to submit proposals for all three sites.

### 2. Exhibit B: Proposal Letter

The proposal letter shall include the following:

a. Identification of Proposer, including Proposer’s legal, and doing-business-as name, headquarters, address, local office address (If different), telephone number, and website address.

b. Signature of person authorized to legally bind the Proposer to enter the contract.

###  3. Exhibit C: Qualifications and Experience

In this section, the Proposer shall provide the following:

a. Length of time the Proposer has installed fixed ladders.

b. Any experience providing other government agencies (such as other air districts) with fixed ladder installation.

###  4. Exhibit D: Responsibility / Demonstrated Competence

a. Have you ever defaulted on a contract? If yes, where, and why.

b. Have you ever been suspended or debarred by any government agency? If yes, please explain.

c. In the past five (5) years has any claim been made against your company concerning your company’s work on a project been filed in court or arbitration?

d. Provide a statement of conflict you and/or other key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

###  5. Exhibit E: Understanding and Approach to Providing Services

Provide a statement of the firm’s ability to provide ongoing and as needed services throughout the term of the contract.

###  6. Exhibit F: Previous Customer Reference Form References

Provide three (3) different references. Include the name, email address, and telephone number for a contact person from each reference and the date of the sale of the property and property address for whom you have performed comparable projects, preferably during the past three (3) years.

Preference will be given for references with California, State or local government agencies. Using District’s employees is not recommended.

###  7. Exhibit G: Signature Page

Vendor shall complete and sign the District signature page form.

###  8. Exhibit H: Non-Collusion Non-Conflict of Interest Statement

Vendor shall complete and sign the District form.

###  9. Exhibit I: Exceptions to Sample Contract

Vendor shall include a statement that the appropriate personnel have reviewed the Sample Agreement in the submitted proposal. Vendor shall complete and sign the Certification of Exception to RFP Documents form.

##  B. Required Proposal Format

1. The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

2. The format and content of the Proposal are as follows:

a. If provided, use any forms included in the Exhibits as well as the requirements listed above. All other submitted pages are to be single-spaced typed pages with one-inch margins.

b. Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.

c. All pages must be numbered sequentially.

# IV. Evaluation and Selection Process

## A. Proposal Evaluation Process

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

## B. Award of Proposal

Award will be made to the Proposer(s) offering the most advantageous proposal(s) after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The District reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the District after all factors have been evaluated.

Each site will be evaluated and awarded points separately; the District may select different Vendors to carry out the installation work at each site.

**Award Evaluation Criteria:**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Description** | **Maximum Points** |
| Equipment & Materials Cost | Total cost of all equipment to be installed and required materials. | 35 |
| Installation Cost | Total cost of equipment installation, including labor and permitting.  | 35 |
| Useful Life | Useful life of all equipment. | 10 |
| Timeline | Installation date and completion timeframe | 20 |
| Total | 100 |

The District reserves the right to hold interviews/discussions with selected finalists, if it is in the best interest of the District to do so. If the District decides to move forward with interviews, a separate set of criteria points will be created and added to the total.

If two or more quotes receive the same number of points, the ranking of these quotes will be determined by the lower cost offer.

## C. Award Process

The District reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the Proposer can offer. The District reserves the right to negotiate and/or include a best and final offer stage to the process.

Notwithstanding, the District reserves the right to add terms and conditions, deemed to be in the best interest of the District, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations.

The District reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

# V. Scope of Work

## A. General Description

The Vendor(s) will install fixed ladders at one to three of the District’s air quality monitoring sites. Vendors are not required to submit proposals for each site. The District may select different Vendors for each site; for example, the District may select Vendor A to install the ladder at the West Sacramento Site and select Vendor B to install the ladders at the Woodland and Vacaville Sites.

The bidder must provide itemized quotes for all equipment, materials, labor, permitting, and other miscellaneous costs for each proposal. Quotes shall be valid until November 7, 2026. Through this RFP, the District reserves the right to select one or more Vendors to complete the installations at the three sites. If a single bidder would like to propose multiple products, it must submit separate proposals for each product. Each proposed product will be evaluated separately on the same criteria.

## B. Technical Requirements

### a. Product Minimum Specifications

An interested bidder shall provide itemized quotes for all equipment, materials, labor, permitting, and other miscellaneous costs. All proposed ladders must meet the following minimum requirements. Please note that minimum requirements may vary depending on the specific needs of each site.

**1. West Sacramento Site – Minimum Requirements**

All proposed products must meet the following minimum requirements:

* Proposed ladder must meet all OSHA and other legally required ladder safety requirements;
* Proposed ladder must be permanently affixed to the building;
* Proposed ladder must have a locking mechanism to prevent public access; and
* Proposed ladder must include a personal fall arrest system, such as a cage, as required by applicable building code and safety requirements.

**2. Woodland Site – Minimum Requirements**

All proposed products must meet the following minimum requirements:

* Proposed ladder must meet all OSHA and other legally required ladder safety requirements;
* Proposed ladder must be permanently affixed to the shelter; and
* Proposed ladder must have a locking mechanism to prevent public access.

**3. Vacaville Site – Minimum Requirements**

All proposed products must meet the following minimum requirements:

* Proposed ladder must meet all OSHA and other legally required ladder safety requirements;
* Proposed ladder must be permanently affixed to the shelter; and
* Proposed ladder must have a locking mechanism to prevent public access.

### b. Additional Features

The District will also consider the following features in the evaluation of the product:

1. Useful life of each ladder;

2. Cost of each ladder;

3. Cost for installing each ladder; and

4. Estimated installation start date and completion timeframe.